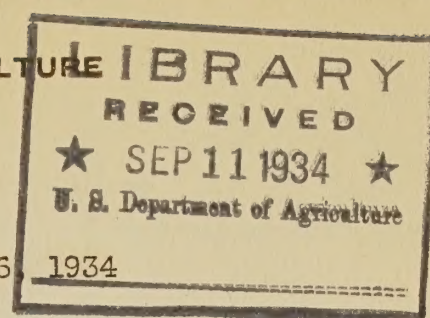


1.94  
Adm

UNITED STATES DEPARTMENT OF AGRICULTURE  
DIRECTOR OF EXTENSION WORK  
WASHINGTON, D. C.



Circular Letter  
Miscellaneous - No. 71

July 6, 1934

TO ALL STATE EXTENSION DIRECTORS:

The enclosed announcement to State Emergency Relief Agencies and State Extension Services is being sent out by the Rural Rehabilitation Division of the Federal Emergency Relief Administration.

The officials designated as Rural Rehabilitation Coordinators are: J. Phil Campbell, coordinating agent in charge, Paul V. Maris, regional coordinator for the Western States, S. B. Cleland for the North Central States, Earl P. Robinson for the Eastern States, and W. T. Bennett for the Southern States. All are employed in the Program Planning Division of the Agricultural Adjustment Administration and are assigned to the Washington Extension Service and its respective regional staffs.

The function of these men is to see that good understanding and harmonious relations are maintained between Rural Rehabilitation agencies in their program for relief and rehabilitation, the program of the Agricultural Adjustment Administration in adjusting production to the needs of the Nation, and the program of the Extension Service for agricultural production and rural life.

All these men will have headquarters in the field, as noted in the announcement, and may be written to direct or called into conference when any difficulties with State Rural Rehabilitation agencies arise, or when you desire to find out the programs and plans of such agencies.

The Rural Rehabilitation advisers approach Extension and Agricultural Adjustment agencies from the standpoint of the Rural Rehabilitation Division. Both these groups have been in session together here in Washington and have worked out understandings as to procedure in dealing with each other.

We trust you may find both these groups helpful.

Yours very truly,

A handwritten signature in cursive script, reading "C. W. Warburton".

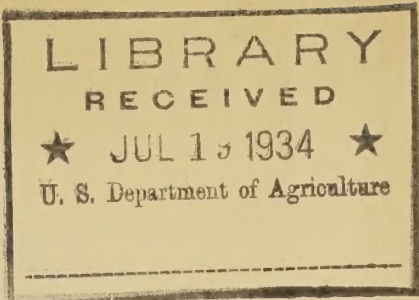
C. W. Warburton,  
Director of Extension Work.

Enclosure.





1.94  
Ad4m



UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D. C.

July 9, 1934.

MEMORANDUM TO ALL SECTIONS

All vouchers filed with the Accounting Offices for reimbursement for travel, or other payment due any employee of the Agricultural Adjustment Administration, must bear the mailing address of the payee.

This is necessary in order that checks (other than regular pay checks) may be mailed to the payee from the Treasury Department.

A handwritten signature in cursive script, reading "T. Weed Harvey".

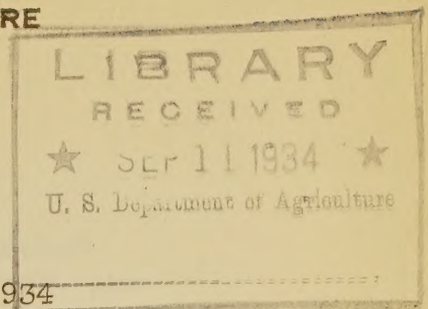
T. Weed Harvey,  
Assistant to Administrator.





1.94  
ad4m

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
AND EXTENSION SERVICE COOPERATING  
WASHINGTON, D.C.



Circular Letter  
Compliance Work - No. 4

July 12, 1934

To all Extension Directors and Commodity Representatives:

In order that you may check your files relating to compliance matters we are listing general letters and forms that have been sent out recently relating to compliance work under benefit contracts. They are as follows:

1. Letter of May 21, 1934, signed by C. W. Warburton and C. C. Davis with mimeographed form entitled - "Memorandum to Section Chiefs, Re: General Procedure in checking compliance under benefit payment contracts" dated May 21, 1934.
2. Compliance Letter No. 1, dated June 4, 1934, signed by C. W. Warburton and D. S. Myer, with mimeographed forms attached entitled:
  - (a) "Procedure relating to compliance under benefit contracts for cotton, corn-hogs, and tobacco", dated June 4, 1934.
  - (b) "Suggested method in measuring and calculating the acreage of fields under tobacco, cotton, and corn-hog contracts", dated June 4, 1934.
3. Compliance Letter No. 2A or 2B, dated June 25, 1934, by C. W. Warburton and D. S. Myer relating to administrative and budget procedure.

The forms and letters referred to above do not include the 1934 wheat compliance plans which were sent out by the Wheat Section. Compliance forms and other detailed instructions have been or will be sent direct to you from the commodity sections.

The memorandum of May 21, 1934, stated that a commodities representative would be appointed. A formal appointment is not necessary where the State Extension Director or someone from his regular staff is to be responsible for the compliance work. Men already in charge of the Agricultural Adjustment Administration program in the State may be the ones to carry on without rearrangement.





The following statement, "Re: Measuring of contracted or rented acres in 1934 for cotton, corn-hogs, and tobacco", has been approved by the commodity sections involved and by Mr. Chester C. Davis, Administrator. This is provided for your information to be used in instructing supervisors. We have not given this out as a news release. It reads as follows:

"The recent rulings relating to use of 1934 contracted or rented acres under benefit contracts which were made necessary by drought and by other reasons seem to justify some revision in plans for measuring and checking acreage on farms under benefit contracts.

"The acreage of the basic commodity (corn, cotton, or tobacco, as the case may be) under each contract shall be measured by chain, tape, or other approved device.

"Measurement of the 1934 contracted or rented acres under cotton, corn-hog, and tobacco contracts will be required where there is any question in the minds of the Supervisor and Committeemen as to whether there is adequate acreage that will qualify to cover all requirements for all benefit contracts on each farm. The responsibility for certifying to an acreage of rented or contracted lands equal to the acreage required in the contract rests upon the Supervisor who reports on the particular farm. The fact that the producer also certifies to such contracted or rented acres does not relieve the Supervisor of this responsibility. In the case of corn contracted acres, the land already appraised should be verified from a map showing the contracted acres.

"Where it is perfectly evident that much more land is available than is required for contracted or rented acres, (and if such land is of equal or superior yielding ability and is being used according to the requirements under each contract) so that the Supervisor can certify to such rented acreages as is required in the contract without full measurement, then in such a case only such partial measurement as is required to enable the Supervisor to properly certify to such acreage need be required.

"When full measurement is not made, the number of contracted or rented acres required under each contract shall be entered in the proper place in the compliance form for each commodity. Where full measurements are made, the actual acreage measured shall be entered in the proper form."

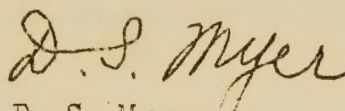




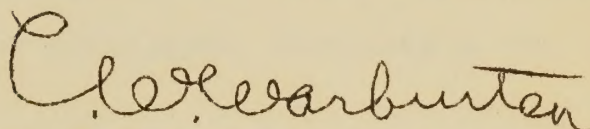
You may proceed with plans immediately for compliance work. Compliance forms will be available in a few days if they have not already been supplied.

If you have not sent in a general outline of procedure in your State, we would be glad to have a statement of your plans, including your general plan for supervision of the work within the State, methods of measurement and other plans.

Very truly yours,



D. S. Myer,  
Chief, Compliance Section,  
Agricultural Adjustment Administration.



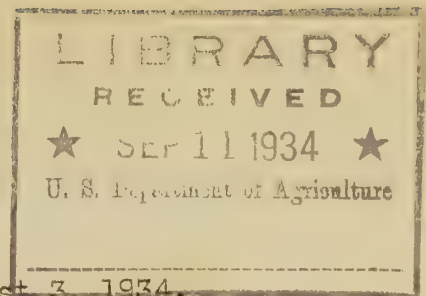
C. W. Warburton,  
Director of Extension Work.





1.94  
Adm

UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D. C.



Circular Letter No.  
Compliance Work - No. 5

To State Extension Directors:

It is apparent that the instructions released to date relative to checking compliance with the terms of the corn-hog reduction contract have not been entirely clear on the following points:

1. Preparation of the map.

A map should be prepared in the certification of each contract that calls for a reduction in corn acreage.

The map should be prepared on plain paper, furnished by the County Allotment Committee.

The map should show: first, the general outline of the field or fields of corn for grain as indicated in item 1 on page 1 of Form C.H.-54; second, the measurements the supervisor made of such field or fields, indicating the dimensions measured and their measurements; third, the location and acreage of the contracted acres; fourth, the location and estimated acreage of any corn planted for roughage purposes only, as indicated in item 2 on page 1.

The mathematical computation of the corn acreage should be made on this sheet or on another blank sheet of paper attached thereto.

The purpose of the map is to enable the supervisor to readily identify the corn for grain and differentiate between such corn and that planted pursuant to Rulings Nos. 59, 60 or 62, when he again visits the farm to verify the disposition of the latter, when corn has been planted pursuant to one or more of the drought rulings. This record also facilitates the verification of the computation made, where necessary. The proper location of contracted acres should also be verified by comparing this map with the one already in the county file, indicating the location of the contracted acres. Supervisors may find it advisable to take Form C.H.-16, "Map of Farm and Contracted Acres", with them when they visit the farm for certifying compliance. They may also find it advisable to refer to some of the other forms now in the county file pertaining to hog production and corn acreage in connection with the certification of compliance.

When the County Allotment Committee has completed their use of the map, it should be filed in the county contract file with the

mathematical computations attached, along with the white copy of Form C.H.-54 and the yellow copy of Form C.H.-53.

2. Equipment.

Field supervisors should avail themselves of a clip board to facilitate the execution of Form C.H.-54 in the field and several large manila envelopes to facilitate keeping the records pertaining to each producer segregated and in good condition.

3. Typing of names.

County Allotment Committees are requested to type the names of the producer and landlord as they appear on the contract under the lines designated on Form C.H.-53 for such signatures. They must, of course, be signed as indicated, but the typing of the names facilitates the handling of certifications in cases where signatures are not readily legible.

4. Supervision of work of supervisors.

State Directors of Compliance should arrange to have field supervisors in each county reconvene after a few days' work for a discussion and an analysis of the problems they have encountered. Arrangements should be made for district supervisors of compliance to meet with the field supervisors in order to check over the work they have done and suggest revisions and corrections in the interest of accuracy and efficiency. State Directors should also check the work in each county as early in the compliance period as is convenient in order to maintain uniformity and avoid errors.

5. Disposition of excess corn.

When, as a result of measurement, it is found that the corn for grain (item 1 on page 1) exceeds that permitted for 1934 (item 1 in the "box") as a result of adjustment in the contract after the corn was planted or inaccuracy and without negligence in determining the acreage planted, and such non-compliance is unintentional on the part of the contract signer, County Allotment Committees and supervisors may authorize contract signers to dispose of such excess corn by cutting it for roughage purposes before ears develop. Supervisors may authorize such disposition at the time they first visit the farm and compute the corn acreage and should be certain that such excess acreage is disposed of before ears develop. In most areas, such corn should be disposed of at once, and the fact that such disposition has been made must be verified by the supervisor before certification is made. It should, however, be made clear that such disposition is optional with the producer, and if he so desires the excess corn may be permitted to mature for grain, subject to a penalty that will be imposed therefor that is commensurable with the value of an average corn crop on the acreage that is in excess of that permitted under the contract for 1934. In cases where the producer elects to retain the corn the procedure (but not the penalty) will



be the same as in cases of intentional or negligent violation, and certification should be withheld and the disposition of the contract handled in accordance with later instructions that will be issued pertaining thereto.

6. Measurement of corn in drought areas.

In primary and secondary drought areas, in cases where corn yields have been substantially reduced as result of drought or insect damage, County Allotment Committees are permitted to authorize supervisors to make certification by visual inspection rather than measurement. This privilege should be exercised only where the corn yield will not exceed 40 per cent of the adjusted appraised yield as indicated for the contracted acres on that farm (item 4 of Table IV of the contract). In such cases the producer should submit a written certification to the County Allotment Committee, indicating his corn acreage and prospective corn yield, which certification should be approved by the supervisor for the acceptance of the County Allotment Committee in lieu of measurement.

7. Certification on farms not covered by wheat reduction contracts.

In cases where it is a common practice to plant winter wheat, the supervisor should secure from the contract signer a written statement of the acreage, if any, he intends to plant to winter wheat this fall, in case the farm is not covered by a wheat reduction contract. If the acreage so designated does not exceed that permitted under the contract (Paragraph 3 (b)) certification should be made. The acreage of wheat planted should be verified later in the fall, and if the contract signer has exceeded his indicated planting and the acreage permitted under the contract, such excess planting will be considered in violation of the contract (Paragraph 3 (b)) and be subject to the penalty imposed for such violation. The statement referred to should be filed along with Form C.H.-54.

8. Cases where feeder pigs are intermingled with hogs produced for market.

When supervisors visit farms and/or commercial feeding establishments, whereon it is the customary practice to intermingle feeder pigs bought with pigs produced from litters owned when farrowed, for the purpose of counting hogs and determining whether or not the terms of the contract have been complied with, they should be certain that the hogs produced from 1934 litters that were owned by the producer when farrowed can be accurately identified from feeder pigs bought (see Special Bulletin No. 8). If provision has not been made for such positive identification by keeping feeder pigs purchased separate from those produced from litters owned when farrowed or by positive identification such as ear markings, certification of the contract pertaining thereto should not be made.

9. Explanation.

On Form C.H.-53, item 7 and in Form C.H.-55 there has been some

question as to the interpretation of "allowance for normal death losses during the remainder of 1934". This should be computed at not to exceed 5 per cent. It should, however, be clearly understood that this provision refers to the first certification only and that no tolerance will be permitted when compliance is finally checked December 1, or soon thereafter.

In Form C.H.-55 the date before which corn planted pursuant to Administrative Rulings Nos. 59, 60 or 62 should be harvested is designated as "before ears start to develop". The date set for the harvesting of such corn for roughage purposes only should not exceed 72 days after the date of planting.

It is apparent that in Form C.H.-55 (Instructions for Use of Compliance Forms C.H.-53 and C.H.-54) Section V is not entirely clear. In the last division under Section V, "Detailed Sales of Hogs since December 1, 1933, to date", under the columns headed Roman numerals I, II, III and IV, there should be inserted: (1) the number of hogs in each sale that were on hand at the time of the neighbors' count; (2) hogs produced from litters owned by the producer when farrowed in 1934; (3) feeder hogs bought since the neighbors' count; and (4) feeder hogs bought from December 1, 1933, to date. For each sale listed, there should be inserted under "I", the number of hogs included in that sale that were on hand at the time of the neighbors' count; under "II", the number of hogs included in the sale that were produced from 1934 litters owned when farrowed. There should be inserted under "III" the number of feeder pigs included in the sale that were bought since the date of the neighbors' count and under "IV", the total number of feeder pigs included in the sale, that were purchased since December 1, which number will include those entered under column III. This section of Table V may involve the entry of the same hogs in more than one column, inasmuch as the hogs entered under IV may also be included in column I and those entered under column III will also be included in column IV.

10. Correction.

On page 4 of Form C.H.-55 in the last line of the first paragraph pertaining to Section V, the number "12" should be changed to "20". In the second paragraph under Section V in the middle of line 7, item "2" should be changed to item "6".

Very truly yours,

*A. G. Black*

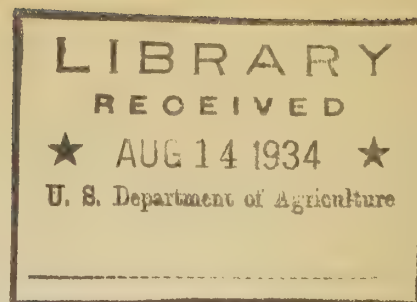
A. G. Black,  
Chief, Corn-Hog Section,  
Commodities Division.

*C. W. Warburton*

C. W. Warburton,  
Director of Extension.



UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D.C.



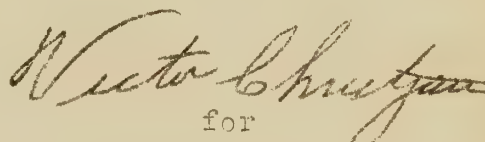
August 3, 1934.

MEMORANDUM FOR ALL DIVISION AND  
SECTION CHIEFS

All material to be printed, mimeographed or multigraphed, which will bear the Secretary's signature or is for his approval and cannot be changed to meet certain standards of publication after signature or approval, should be submitted to the Chief of the Printing Unit, Correspondence, Records and Printing Section, (E. W. Carter, Room 6967 South Building) prior to the typing of the final copy.

The above is to correct inconsistencies in printed publications, to assure proper numbering of production-adjustment material, to properly classify and identify all printed and duplicated material, to relieve confusion that results in delay and criticism, and to insure true printed copies of documents filed with the Secretary and the Chief Hearing Clerk. This includes Marketing Agreements (Proposed, Tentatively Approved and Final), Licenses, Codes (including the letter of transmittal to the Secretary and the Executive order), General Regulations, and Commodity Regulations. This does not relieve the specialist of responsibility for the substance of the document. The Chief of the Printing Unit shall be responsible for editorial matters, proper identification, and form.

All production-adjustment material should also be submitted to the Chief of the Printing Unit for the proper form number.

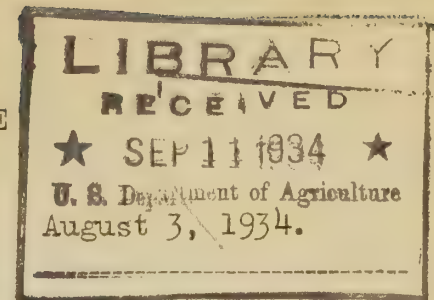
  
for  
C. C. Davis,  
Administrator.





ad 4 m  
UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
and Extension Service Cooperating

Circular Letter  
Miscellaneous - 75



To State Directors of Extension:

Careful consideration has been given to the matter of rates of pay for county and community committeemen and field supervisors or inspectors under the various production control programs and to certain other matters which have to do with the activities of county production control associations. As a result, the following statement of policy and procedure has been agreed upon.

Rates of Pay of County and Community Committeemen. In order to avoid possible confusion with reference to the rate of pay for county and community committeemen under the different production control programs nationally and within each State and each county, the maximum rate of pay for county and community committeemen should be \$4.00 per day with no additional allowance for mileage, subsistence or other expenses. The rate of pay of county and community committeemen within each State and within each county should be uniform under all programs. The rate of pay in States in which the cotton adjustment program is of chief importance should conform to the rate specified for cotton committeemen except that in such States as Virginia and Kentucky there may be some variation in this procedure with the approval of all the commodity sections concerned. Any association that has already adopted a rate of pay lower than the maximum rate adopted for the State should be encouraged to retain this rate for the coming year rather than to increase it to the maximum rate.

It is recognized that the suggested maximum rate of compensation of \$4.00 per day cannot be applied arbitrarily and abruptly under all conditions. It is the purpose that you and those associated with you will use your best judgment in determining how close an approach can be made to keeping rates within this maximum at the present time.

Before definitely approving budgets allowing compensation in excess of suggested maximum rates, you are requested to recommend to the Commodity Sections concerned, rates which will result in (1) greater uniformity between commodity associations operating in the same county, (2) a lessening of abuses from excessive allowances for travel and (3) equitable compensation for all committeemen and others regardless of the amount of travel they are required to do. If possible maintain the policy of payment of a per diem rate which includes travel and subsistence.

These recommendations may be sent by wire and you may expect an early reply from the Commodity Sections.

County and community committeemen as well as field inspectors, supervisors and others should be employed or authorized to work only when their services are needed and should be paid only for time during which they have actually been engaged in work for the association.

County Association Budgets for Next Year. All county production control associations will use the standard budget form furnished by the Agricultural Adjustment Administration for the preparation of budgets. Since new budgets should not include items for mileage, subsistence or other expenses of county and community





committeemen, the Budget Form No. 1027 has been revised and provides no space for these items. Where the old budget forms are used in the preparation of county budgets, the spaces for these items should be left blank.

Joint Expenses of Commodity Associations within a County to be Divided. As far as possible, commodity control associations should cooperate in the employment of necessary clerical help, field inspectors and supervisors. In many cases it will be possible for two or more associations to jointly employ one secretary. Under such arrangements expenditures for the compensation of persons hired jointly by two or more associations should be divided upon a basis agreed upon by the associations concerned with the approval of the director of extension, or other State officer in charge of the commodity program, subject to the approval of the commodity sections concerned.

Claims for payment of such expenses should be included with the regular expense statements submitted by the separate associations and should show the number of days' work performed for the association from whom compensation is claimed. Budgets of commodity associations should provide specifically for the number of days' work and the rate per day to be paid, in the same manner as though the person were not also drawing compensation for work done for some other commodity association or associations.

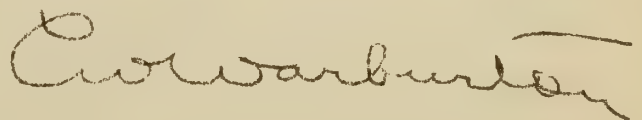
Contributions by County Associations to Salary and Expenses of Regular County Agents. As far as possible funds necessary to pay the salary and expenses of regular county agents should be secured from the usual sources and through the regular procedure and county production control associations should not be expected to contribute funds to apply upon the salary or expenses of such agents. However, if in any county, it should be impossible to procure sufficient funds from the usual sources and through the regular procedure and if the wheat, corn-hog and/or tobacco production control associations, having authority under their articles of association to determine the budgets for the association and authorize expenditures, determine that it is in the interest of the program to contribute the funds necessary in order to pay for service rendered by the county agent in the administration of the program, such payment may be made as an expense of each such association. Such contribution made to the salary and expenses of the regular county agent should be prorated among the various production control associations within the county in proportions based upon the respective numbers of contracts in effect in the county relating to each of the commodities, wheat, corn-hog and/or tobacco, or upon such other basis as may be agreed upon. Such contribution should be made under a regular contract entered into between such association or associations and the State extension service, subject to the approval of each commodity section concerned. A copy of the contract or a statement of its terms should be filed with each commodity section concerned in support of the budget submitted by each of the associations.

It is believed that the procedure suggested will serve to safeguard the adjustment programs and prevent confusion with reference to the matters covered.

Very truly yours,



Victor Christgau,  
Acting Administrator.



C. W. Warburton,  
Director of Extension.





1.94  
284M

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
Washington, D.C.

U. S. 1  
August 9, 1934

MEMORANDUM

Subject: Use of United States Government Transportation  
Requests for Securing Round-Trip Tickets, One-  
Way Tickets and Airplane Travel.

There are quoted below for your information and guidance Regulations issued by the Comptroller General of the United States, under date of July 16, 1932, Appendix VI Standardized Government Travel Regulations amended January 30, 1934, which read:

"Supplemental instructions have been issued by one of the principal carriers for the guidance of its agents in honoring Government transportation requests calling for round-trip tickets, as follows:

- '1. All U. S. Government Transportation Requests call for tickets 'At Lowest Rate' as shown on face thereof, unless otherwise indicated by the officer issuing and counter-signing the request.
- '2. If the class and limit of round-trip ticket desired is shown on the request, ticket of the class and limit requested should be issued via the route specified.
- '3. When a request is presented, drawn for a round-trip ticket without specifying the class and limit of the ticket other than 'At Lowest Rate', as printed on the face of the request, the party presenting same must be advised that the only round-trip ticket that can be issued thereon is a ticket of the class and limit authorized in Tariff on file at your station authorizing the lowest round-trip fare in effect the date the request is presented, unless the traveler elects to pay in cash the difference between the lowest round-trip fare and fare applicable for a ticket authorizing limit desired. This being in accordance with instructions to carriers designated as paragraph 1 on the back of the transportation request.'

The apparent need for the promulgation of the above instructions arises from the failure of those issuing Government transportation requests to specify the class and limit of the transportation desired other than 'At Lowest Rate', thus making it incumbent upon the agent to issue the ticket at the lowest rate prevailing at the time the request is presented, although its limitation may not allow sufficient time in which to perform the duties incident to the travel. In other cases transportation requests specify unlimited round-trip tickets for two 1-way fares, when limited round-trip tickets giving sufficient time to perform the necessary duties are available at reduced rates.

Paragraph 16 of the Standardized Government Travel Regulations provides:

'16. Special tickets.--Through tickets, excursion tickets, reduced rate round-trip or party tickets, should be secured whenever practicable and economical.'

It is incumbent upon an officer issuing requests covering round-trip transportation, or upon the traveler authorized to issue such requests for his own use, whether for transportation or Pullman accommodations, to make inquiry relative to the availability of transportation at other than twice the 1-way rate, such as excursion or other reduced round-trip fares, applicable between the points under consideration, and the limit of which will provide sufficient time for the performance of the duties of the traveler. Where such reduced round-trip fare tickets are available, they should be requested, and in case the return portion is not used the redemptive value thereof can be secured from the transportation or Pullman company. In such event the unused portion of tickets should be promptly forwarded to the administrative office concerned through the official who furnished the request, as required by paragraph 32, Standardized Government Travel Regulations, approved by the President April 21, 1931.

Strict compliance with the regulations and these instructions as to issuance and use of Government requests for transportation and Pullman accommodations calling for round-trip tickets is enjoined in order that the lowest rates possible for Government travel may be secured."

and to Supplemental Instructions issued by the Comptroller General of the United States under date of April 7, 1933, Appendix VII, which read:

"Supplemental to the instructions contained in circular letter of July 16, 1932, relative to the use of United States Government transportation requests for securing round-trip tickets, the following instructions are issued covering the use of Government transportation requests for securing 1-way tickets:

One-way transportation is now being offered by rail carriers at reduced rates where day-coach service only is used or where tourist sleeping-car accommodations only may be required, designated as -

1. Coach fares: Good only in coach or chair (not Pullman) car.
2. Coach and first class: Good only in coach or chair (not Pullman) car and on which Pullman accommodations may be secured beyond specified junction point.
3. Coach and intermediate: Tourist (Pullman) accommodations may be secured.
4. Intermediate and first class: Tourist (Pullman) accommodations may be secured to specified junction point and first class beyond, on which Pullman (first class) accommodations may be secured.
5. Intermediate: On which tourist (Pullman) accommodations may be secured.

In a decision to the chairman, Western Military Bureau, dated March 7, 1933, it was held:

' \* \* \* The fact that an employee may have been entitled under regulations to a class of service greater or more expensive than that which the carrier furnished



can not operate to impose upon the Government an obligation to pay the carrier for a service not rendered, the charge applicable to the service rendered being the maximum properly allowable. Any agreement which undertakes to impose upon the Government the requirement that it shall pay a carrier on the basis of a specified service when in fact a lesser service is rendered can not be viewed as constituting in that respect a valid obligation of appropriated funds.'

There is on file and open to public inspection at all agency ticket offices the lawful tariffs naming fares applicable, both local and interline, and in order that the contract of carriage may at all times be clearly understood by the parties concerned it is incumbent upon officials issuing requests covering one-way transportation, or upon travelers authorized to issue such requests for their own use, to ascertain the lowest fare of the class that will adequately furnish the desired transportation and to issue the transportation requests accordingly.

Strict compliance with the regulations and these instructions as to the issuance and use of Government requests for transportation is enjoined in order that the lowest rates possible for Government travel may be secured."

and to paragraph 8 of Standardized Government Travel Regulations which reads in part:

"Transportation by air lines will be allowed, provided the cost, less subsistence savings, if any, through reduced travel time, does not exceed the cost of rail or steamer transportation and Pullman and/or stateroom fare between the points of travel. For the purpose of determining the amount of such subsistence savings for a given period of time, the per diem rate for subsistence named in the travel order will be used. Actual cost of air-line transportation may be allowed when it is satisfactorily shown that no other means of public transportation are available or that the use of air-line transportation was in any case distinctly to the advantage of the United States, and such travel is duly authorized or approved in writing. (See pars. 5-7)."

and to 9 Comp. Gen. 354, the synopsis of which reads in part:

"Travel on official business may be performed by airplane if the cost to the Government does not exceed the cost of railroad fare, plus Pullman fare when length of journey would authorize the use of Pullman accommodations, less land grant deductions when applicable."

and to 10 Comp. Gen. 201, the synopsis of which reads in part:

"Where official travel is made by airplane instead of by cheaper means of transportation, reimbursement therefor, in the absence of a showing of an actual emergency, may not exceed the cost of railroad and Pullman fares between the points involved."


and to 10 Comp. Gen. 408, the synopsis of which reads:

"A direct saving to the Government in the matter of actual expenses of subsistence or per diem in lieu thereof by reason of the shorter time required on an airplane journey may properly be taken into consideration in determining whether the cost of travel by airplane exceeded the cost by railroad.

"The relative value to the Government of the Services of an employee in a travel status as compared with such services at headquarters due to the shorter time required by the use of an airplane for official travel is too problematical to permit of its consideration in determining whether the cost of airplane transportation exceeds the cost of travel by rail."

In connection with travel by airplane, it must be borne in mind that where the cost of airplane transportation exceeds transportation by common carrier plus Pullman, particularly where round-trip railroad and Pullman tickets are available over the same route, that the traveler will be required to bear the additional expense unless a satisfactory definite showing is made in his reimbursement voucher of the special need therefor - the emergency or exigency of the service which could not have been anticipated and/or could not have been postponed from the Government standpoint, which would warrant the use of this mode of travel at an excess cost to the Government.

It is the responsibility of the traveler to ascertain from agents of transportation companies, before purchasing tickets for railroad fare and Pullman accommodations for authorized official travel, whether there are round-trip, excursion or other special rates available. It is incumbent upon the traveler to secure on Government Transportation Requests the lowest first class railroad and Pullman accommodations whenever practicable and economical from the Government's standpoint where the cost involved is \$1.00 or more. Round-trip tickets must be purchased for all official travel unless the travelers have sufficient information of their itineraries to determine in advance that the return portion of such tickets cannot be used. For disposition of the unused tickets, or portions thereof, when secured on transportation requests, see par. 32 of the Standardized Government Travel Regulations. The traveler must, in every instance, show on Government Transportation Requests the actual class of railroad and Pullman accommodations purchased.

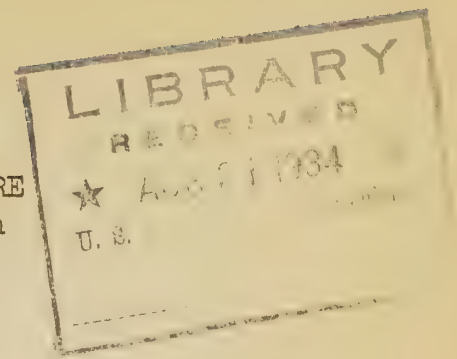


C. C. Davis  
Administrator.



1.94  
G.D.M.

UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D. C.



August 9, 1934

MEMORANDUM TO ALL SECTION CHIEFS

We have been requested by the Department Library to provide a list of publications by Agricultural Adjustment Administration officials appearing outside the Department. This is to be included in "Agricultural Library Notes" which is issued each month.

Will you therefore, kindly send to Mr. H. N. Price, Chief of the Press Digest Unit, Room 2090, a list of all outside publications which you or members of your staff have published, since your connection with the Agricultural Adjustment Administration? These should include books as well as signed articles in magazines or newspapers. If the publications have been articles in magazines or newspapers the list should include the name of the periodical, the date and the page numbers, as well as the name of the author and of the article.

The Library has asked us to keep them currently informed of any outside publications. Will you therefore, besides making up the original list, inform Mr. Price each month of any new publications?

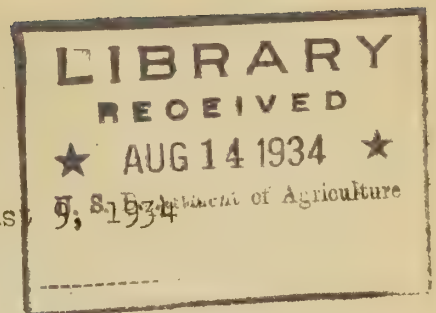
Alfred D. Stedman  
Director





UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
Washington, D.C.

August 9, 1934



MEMORANDUM

Subject: Use of United States Government Transportation Requests for Securing Round-Trip Tickets, One-Way Tickets and Airplane Travel.

There are quoted below for your information and guidance Regulations issued by the Comptroller General of the United States, under date of July 16, 1932, Appendix VI Standardized Government Travel Regulations amended January 30, 1934, which read:

"Supplemental instructions have been issued by one of the principal carriers for the guidance of its agents in honoring Government transportation requests calling for round-trip tickets, as follows:

- '1. All U. S. Government Transportation Requests call for tickets 'At Lowest Rate' as shown on face thereof, unless otherwise indicated by the officer issuing and counter-signing the request.
- '2. If the class and limit of round-trip ticket desired is shown on the request, ticket of the class and limit requested should be issued via the route specified.
- '3. When a request is presented, drawn for a round-trip ticket without specifying the class and limit of the ticket other than 'At Lowest Rate', as printed on the face of the request, the party presenting same must be advised that the only round-trip ticket that can be issued thereon is a ticket of the class and limit authorized in Tariff on file at your station authorizing the lowest round-trip fare in effect the date the request is presented, unless the traveler elects to pay in cash the difference between the lowest round-trip fare and fare applicable for a ticket authorizing limit desired. This being in accordance with instructions to carriers designated as paragraph 1 on the back of the transportation request.'

The apparent need for the promulgation of the above instructions arises from the failure of those issuing Government transportation requests to specify the class and limit of the transportation desired other than 'At Lowest Rate', thus making it incumbent upon the agent to issue the ticket at the lowest rate prevailing at the time the request is presented, although its limitation may not allow sufficient time in which to perform the duties incident to the travel. In other cases transportation requests specify unlimited round-trip tickets for two 1-way fares, when limited round-trip tickets giving sufficient time to perform the necessary duties are available at reduced rates.

Paragraph 16 of the Standardized Government Travel Regulations provides:

'16. Special tickets.--Through tickets, excursion tickets, reduced rate round-trip or party tickets, should be secured whenever practicable and economical.'

It is incumbent upon an officer issuing requests covering round-trip transportation, or upon the traveler authorized to issue such requests for his own use, whether for transportation or Pullman accommodations, to make inquiry relative to the availability of transportation at other than twice the 1-way rate, such as excursion or other reduced round-trip fares, applicable between the points under consideration, and the limit of which will provide sufficient time for the performance of the duties of the traveler. Where such reduced round-trip fare tickets are available, they should be requested, and in case the return portion is not used the redemptive value thereof can be secured from the transportation or Pullman company. In such event the unused portion of tickets should be promptly forwarded to the administrative office concerned through the official who furnished the request, as required by paragraph 32, Standardized Government Travel Regulations, approved by the President April 21, 1931.

Strict compliance with the regulations and these instructions as to issuance and use of Government requests for transportation and Pullman accommodations calling for round-trip tickets is enjoined in order that the lowest rates possible for Government travel may be secured."

and to Supplemental Instructions issued by the Comptroller General of the United States under date of April 7, 1933, Appendix VII, which read:

"Supplemental to the instructions contained in circular letter of July 16, 1932, relative to the use of United States Government transportation requests for securing round-trip tickets, the following instructions are issued covering the use of Government transportation requests for securing 1-way tickets:

One-way transportation is now being offered by rail carriers at reduced rates where day-coach service only is used or where tourist sleeping-car accommodations only may be required, designated as -

1. Coach fares: Good only in coach or chair (not Pullman) car.
2. Coach and first class: Good only in coach or chair (not Pullman) car and on which Pullman accommodations may be secured beyond specified junction point.
3. Coach and intermediate: Tourist (Pullman) accommodations may be secured.
4. Intermediate and first class: Tourist (Pullman) accommodations may be secured to specified junction point and first class beyond, on which Pullman (first class) accommodations may be secured.
5. Intermediate: On which tourist (Pullman) accommodations may be secured.

In a decision to the chairman, Western Military Bureau, dated March 7, 1933, it was held:

' \* \* \* The fact that an employee may have been entitled under regulations to a class of service greater or more expensive than that which the carrier furnished



can not operate to impose upon the Government an obligation to pay the carrier for a service not rendered, the charge applicable to the service rendered being the maximum properly allowable. Any agreement which undertakes to impose upon the Government the requirement that it shall pay a carrier on the basis of a specified service when in fact a lesser service is rendered can not be viewed as constituting in that respect a valid obligation of appropriated funds.'

There is on file and open to public inspection at all agency ticket offices the lawful tariffs naming fares applicable, both local and interline, and in order that the contract of carriage may at all times be clearly understood by the parties concerned it is incumbent upon officials issuing requests covering one-way transportation, or upon travelers authorized to issue such requests for their own use, to ascertain the lowest fare of the class that will adequately furnish the desired transportation and to issue the transportation requests accordingly.

Strict compliance with the regulations and these instructions as to the issuance and use of Government requests for transportation is enjoined in order that the lowest rates possible for Government travel may be secured."

and to paragraph 8 of Standardized Government Travel Regulations which reads in part:

"Transportation by air lines will be allowed, provided the cost, less subsistence savings, if any, through reduced travel time, does not exceed the cost of rail or steamer transportation and Pullman and/or stateroom fare between the points of travel. For the purpose of determining the amount of such subsistence savings for a given period of time, the per diem rate for subsistence named in the travel order will be used. Actual cost of air-line transportation may be allowed when it is satisfactorily shown that no other means of public transportation are available or that the use of air-line transportation was in any case distinctly to the advantage of the United States, and such travel is duly authorized or approved in writing. (See pars. 5-7)."

and to 9 Comp. Gen. 354, the synopsis of which reads in part:

"Travel on official business may be performed by airplane if the cost to the Government does not exceed the cost of railroad fare, plus Pullman fare when length of journey would authorize the use of Pullman accommodations, less land grant deductions when applicable."

and to 10 Comp. Gen. 201, the synopsis of which reads in part:

"Where official travel is made by airplane instead of by cheaper means of transportation, reimbursement therefor, in the absence of a showing of an actual emergency, may not exceed the cost of railroad and Pullman fares between the points involved."

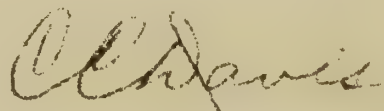
and to 10 Comp. Gen. 408, the synopsis of which reads:

"A direct saving to the Government in the matter of actual expenses of subsistence or per diem in lieu thereof by reason of the shorter time required on an airplane journey may properly be taken into consideration in determining whether the cost of travel by airplane exceeded the cost by railroad.

"The relative value to the Government of the Services of an employee in a travel status as compared with such services at headquarters due to the shorter time required by the use of an airplane for official travel is too problematical to permit of its consideration in determining whether the cost of airplane transportation exceeds the cost of travel by rail."

In connection with travel by airplane, it must be borne in mind that where the cost of airplane transportation exceeds transportation by common carrier plus Pullman, particularly where round-trip railroad and Pullman tickets are available over the same route, that the traveler will be required to bear the additional expense unless a satisfactory definite showing is made in his reimbursement voucher of the special need therefor - the emergency or exigency of the service which could not have been anticipated and/or could not have been postponed from the Government standpoint, which would warrant the use of this mode of travel at an excess cost to the Government.

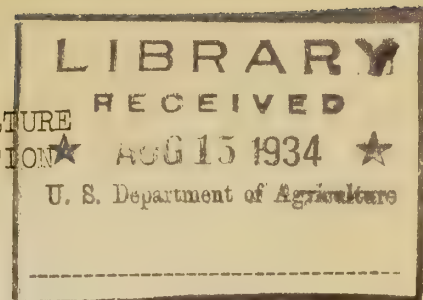
It is the responsibility of the traveler to ascertain from agents of transportation companies, before purchasing tickets for railroad fare and Pullman accommodations for authorized official travel, whether there are round-trip, excursion or other special rates available. It is incumbent upon the traveler to secure on Government Transportation Requests the lowest first class railroad and Pullman accommodations whenever practicable and economical from the Government's standpoint where the cost involved is \$1.00 or more. Round-trip tickets must be purchased for all official travel unless the travelers have sufficient information of their itineraries to determine in advance that the return portion of such tickets cannot be used. For disposition of the unused tickets, or portions thereof, when secured on transportation requests, see par. 32 of the Standardized Government Travel Regulations. The traveler must, in every instance, show on Government Transportation Requests the actual class of railroad and Pullman accommodations purchased.



C. C. Davis  
Administrator.



UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
Washington, D.C.



August 10, 1934.

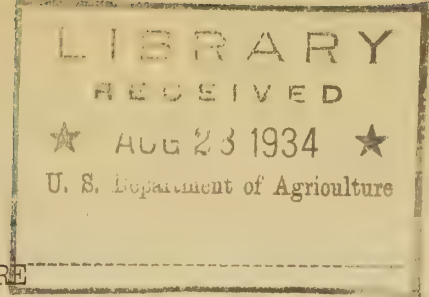
MEMORANDUM FOR ALL DIVISION HEADS AND  
SECTION CHIEFS

Each complaint against an employee of the Agricultural Adjustment Administration involving irregularities and each complaint involving misconduct, except of minor importance, shall be promptly reported to the Administrator accompanied by a detailed statement of the facts and a recommendation as to action believed to be warranted.

A handwritten signature in dark ink, reading "J. M. Harvey". The signature is written in a cursive style with a large, looping initial "J" and a long horizontal stroke at the end.

Assistant to Administrator.





UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
WASHINGTON, D. C.

August 17, 1934.

MEMORANDUM FOR DIVISION HEADS  
AND SECTION CHIEFS

Subject: Procedure with respect to securing  
economic data required in the en-  
forcement of licenses, agreements  
and codes.

Requests for economic data or for investigations to develop economic data required for the enforcement of licenses, agreements and codes shall be made to the chief of the respective commodity section. If the services of the Field Investigation Section are required to develop such economic data, the chief of the commodity section shall make such request to the chief of the Field Investigation Section.

Requests for economic data or for investigation to develop such data shall state specifically the character of the information required, the scope of the investigation and the period of time to which it shall apply.

When the Field Investigation Section is requested to make such an investigation, the report shall be made to the commodity section in triplicate, a copy of which report shall be transmitted to the office from which the request originated and the report shall be accompanied by a covering memorandum by the chief of the section involved.

To prevent confusion and useless duplication of effort, no communication should be made direct to field offices except with the approval of the chief of the section involved.

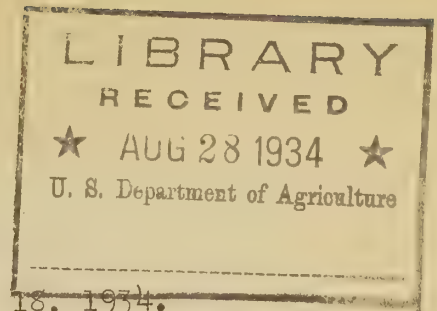
*Victor Christy*  
for

C. C. Davis,  
Administrator.






UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
Washington, D.C.



August 18, 1934.

MEMORANDUM FOR ALL SECTIONS

Each telegram prepared for the signature of the Secretary or the Administrator must be charged to the section in which it is prepared. The account symbol number of that section must be placed in the space provided for same in the upper right corner of the telegraph blank.

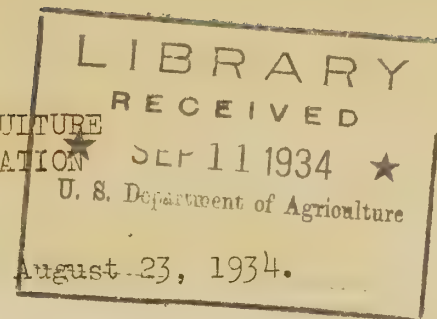
  
T. Weed Harvey,  
Assistant to Administrator.





1.94  
Ad 47W

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
Washington, D.C.



Circular Letter No. 7  
Compliance Work

To State Extension Directors:

There has been a question raised as to the number of acres that should be entered in item 1 under Planted Corn Acreage when the excess planting is unintentional on the part of the contract signer, and disposition of the excess acreage by cutting it for forage before ears develop, as outlined in paragraph 5 of Circular Letter No. 5, has been authorized by field supervisors or County Allotment Committees. In such cases, the entry in item 1 should be the number of acres that are going to be harvested for grain or silage and should not include the excess acreage the contract signer was authorized to dispose of. Supervisors should not insert the remaining number of acres that are to be harvested for grain or silage until they have verified the fact that the additional acreage the contract signer was authorized to dispose of by cutting it green for forage has been disposed of in accordance with their instructions. A notation of the disposition of such excess acreage should be made at the bottom of page 1 of the Compliance Form C.H.-54.

For example, if the contract signer's permitted corn acreage for 1934 was 10 acres, and the measurement indicated  $10\frac{1}{2}$  acres planted, and the contract signer was authorized to dispose of the  $\frac{1}{2}$  acre by cutting it green for forage, 10 acres should be entered in item 1, after the  $\frac{1}{2}$  acre has been disposed of, and a notation made at the bottom of the page that  $\frac{1}{2}$  acre was cut green for forage in accordance with the authorization of the supervisor.

In the enumeration of sales since December 1 in Section V of Form C.H.-54, a question has been raised as to the disposition of hogs sold between December 1 and the date of the neighbors' count. These sales should be entered under Section V in the order of the dates on which sold and entries made in columns I, II or IV, the same as for hogs sold after the date of the neighbors' count. Where such sales were composed of hogs that were on hand on December 1, obviously the total under I in Section V will not check with Section I. In making this analysis, consideration should be given to the dates on which such hogs were sold and the total of the sales made after the date of the neighbors' count, as indicated by comparing the date of sale with the date of the neighbors' count (item 5 in the "box") should equal item 3 of Section I, less any hogs included in that item that were slaughtered for home use.

In comparing item 7 of Section II (number of pigs produced for market from 1934 litters to date) with the information contained "in the box" (permitted production for 1934), an allowance should be given for permitted

home slaughter, item 2 "in the box", in cases where the number of pigs produced from 1934 litters, the contract signer is permitted to slaughter for home use, have not been slaughtered at the time of the supervisor's count.

For example, if a contract signer's permitted production for market in 1934 (item 1 "in the box") was 20 and his 1932 and 1933 average home slaughter (item 2 "in the box") was 8, he would be permitted to have 28 pigs in item 7, provided that there had been none slaughtered for home use to date, as indicated in item 6 of Section II. If there had been 2 slaughtered for home use to date (item 6, Section II), he would be permitted up to 26 head in item 7 of Section II.

There should be entered under item 2 of Section VI (Number of bred sows or gilts intended or available for fall farrowing) only the number of sows or gilts that, in the opinion of the supervisor, will farrow on or before November 30, 1934.

Fall pigs that may be on hand at the time the supervisor counts the hogs should be included in the count. The final check of compliance relative to hog production will date from the date of the supervisor's first visit; consequently, fall litters already farrowed at the time of the supervisor's visit should be included in the first hog count, relative to compliance.

The fact that measurement of total crop acres, feed crop acres and basic crop acres is not required should not be interpreted to mean that compliance with those limitations of the contract should not be complied with in full and such compliance verified. In cases where supervisors, community committeemen or county allotment committee members have reason to question any of the certifications made on Form C.H.-53 by the contract signer, certification should not be made until the committee has verified such certification and that the terms of the contract have been complied with in full.

The provision of paragraph 6 of Circular Letter No. 5 "Measurement of Corn in Drought Areas" has been extended to the entire United States rather than primary and secondary drought areas only. In accordance with this ruling where corn yields have been substantially reduced as result of drought or insect damage in any county of any State, County Allotment Committees are permitted to authorize supervisors to make certification by visual inspection rather than measurement. This privilege should be exercised only where the corn yield will not exceed 40 percent of the adjusted appraised yield as indicated for the contracted acres on that farm (item 4 of Table IV of the contract). In such cases the producer should submit a written certification to the County Allotment Committee, indicating his corn acreage and prospective corn yield, which certification should be approved by the supervisor for the acceptance of the County Allotment Committee in lieu of measurement.

The execution of Form C.H.-54 should be carefully supervised by Compliance Directors and the district supervisors working under their direction. Although these forms are to be retained in the county office and are the basis on which determination is made as to whether or not a contract has been complied with in full and certification made for the second hog payment and the final corn payment, extreme care should be exercised to make sure that these forms are correctly executed. Provision may be made for the analysis of at least some of these forms in each county by the Corn-Hog Section of the Agricultural Adjustment Administration before the acceptance of Form C.H.-53 from that county. Where there is any question relative to compliance with the terms of any contract or as to the manner in which Form C.H.-54 has been executed or the compliance work directed in any county, county allotment committees will be required to submit Compliance Forms C.H.-54 to the Corn-Hog Section for analysis before Forms C.H.-53 are approved for payment. It is considered advisable that Directors of Compliance instruct their district supervisors to analyze at least 10 percent of Forms C.H.-54 personally in each county before the County Allotment Committee is authorized to execute Form C.H.-53, and transmit same to Washington.

Very truly yours,



A. G. Black,  
Chief, Corn-Hog Section,  
Commodities Division.



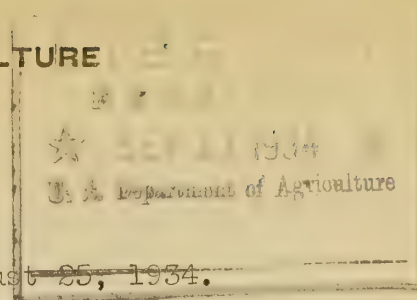
C. W. Warburton,  
Director of Extension.





1.94  
Adm

UNITED STATES DEPARTMENT OF AGRICULTURE  
DIRECTOR OF EXTENSION WORK  
WASHINGTON, D. C.



Circular Letter  
Miscellaneous - No. 82

August 25, 1934.

TO STATE DIRECTORS OF EXTENSION:

RE: Hay and Forage Supplies

We believe that there is an immediate need for a country-wide educational campaign to tell farmers and dealers just what the actual feed, hay, and forage situation is. The Extension Service, the Department of Agriculture, and the various emergency agencies might well co-operate now to allay fears, discourage hoarding, frenzied buying and wild speculation, and encourage farmers to meet their livestock feed problems in an orderly planned way. Much needs to be done to bring about everywhere the conservation of farm feed and forage supplies, the use of worthwhile substitutes and the intelligent feeding of quality hay and forage. The problem of getting good hay and forage to the areas where there is greatest need is particularly pressing. In general, the available supplies of hay, forage, and feed are sufficient to meet our present situation if these supplies are wisely preserved and rightly distributed and fed.

No doubt extension directors in some States have inaugurated measures like those below. But we think every State is involved in the hay and forage supply problem, and every State by adopting the most appropriate suggestions given here, or others which may be locally appropriate, can aid tremendously in improving the situation of the drought-stricken farmer. Moreover, livestock farmers nearly everywhere will be affected directly or indirectly by the drought. They should be able to save money by adopting some of the measures suggested herein.

1. Farmers should garner and conserve all hay and forage, including straw, wild hay, corn fodder or stover, and other material often wasted on some farms. Oats hay should be saved for feed and not used for bedding. Wherever possible, temporary silos should be erected to preserve roughage, and existing silos filled to capacity. These measures also will assist many farmers not in the drought areas to lower their feeding costs, and may build up reserves of good quality hay which could be sold in certain drought areas.

2. Each State extension service may well give wide circulation to information on using roughage most advantageously. An emergency ration service might be most helpful. Information on the use of supplements and concentrates to reinforce low-grade hays and forage should be valuable now. It may be desirable to recommend stock molasses to make such feeds more palatable.

3. Farmers should be urged to sow pastures for fall and spring use, and given information on pasture preparation, varieties of grasses





and seeding. Wherever possible, farmers should be encouraged to grow feed crops which will mature early in 1935.

4. Farmers who have supplies of good quality hay and forage should reserve such supplies in part at least and use more home grown substitutes. In this way, stocks much needed in the drought-stricken areas can be made available. The farmer there cannot profitably import poor hay or forage of low feeding value.

5. Dealers and farmers should be warned against buying hay, forage, or feeds which have little feeding value, and not to import coarse, low feed-value roughage from distant points. The drought of 1930 taught that there was much money wasted in this way. Kinds, grades, values, and prices of forage offered for sale should be studied closely.

6. County agents in areas needing hay and forage should survey individual producers to ascertain livestock numbers, feed supplies on hand, and the amounts of hay, forage, or feed each farmer may need, and be prepared to give complete, definite data along these lines on request. County agents may call representative farmers and the local feed and hay dealers together to analyze these needs and arrive at the feed situation within a county. As a result, a more orderly system of purchase and distribution of supplies can be developed.

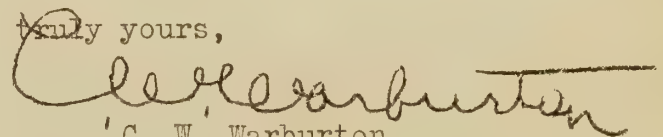
7. A county-wide survey should be made of existing supplies of hay, forage, cannery wastes, by-products, or other sources of feed not ordinarily used. There are sections where much could be added to local livestock roughage and feed supplies. Everything possible should be done also to encourage farmers to exercise self reliance and to seek and use local substitute resources. Unless this is done immediately, much of this available feed will be wasted.

8. Dealers should be asked to give the kinds and quantity of hay and forage which they can sell for shipment. Producers who have supplies of alfalfa, clover, timothy, lespedeza, soybean, prairie, or other hay of good quality should be informed how to prepare and sell such materials.

The people in the States not affected by the drought should be made to realize that they are not free from its effects and that it is a national problem which calls for their cooperation. Feed can be made available for the feeding of livestock on the farms in drought affected regions, if farmers elsewhere will join in meeting the problem. Otherwise, the drought affected areas will lose much good foundation stock or even be completely depopulated of livestock. Then it would take several years to re-establish normal conditions of farm operation. Everything should be done locally to take stock of the real situation and needs, and to convince producers and dealers that the problem should be met calmly and intelligently in an organized manner. The Administration will cooperate to the fullest in bringing about this much desired result.

I will appreciate receipt of printed or mimeographed material along these lines which has already been issued in your State.

Very truly yours,



C. W. Warburton,  
Director of Extension Work.

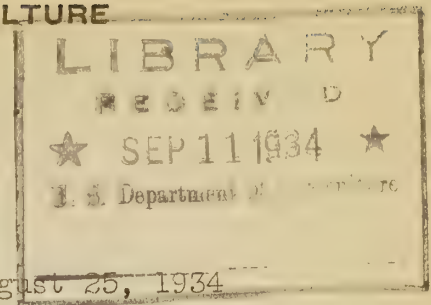


1.94  
ad 97m

UNITED STATES DEPARTMENT OF AGRICULTURE

DIRECTOR OF EXTENSION WORK

WASHINGTON, D. C.



Circular Letter  
Miscellaneous - No. 80

August 25, 1934

To All State Extension Directors: -

Re: Federal Housing Administration

We are transmitting herewith announcement of the Federal Housing Administration, "A Financing Plan to Repair and Modernize Your Property," concerning the financing of property improvements. Copies of the pamphlet have been sent to all State administrative extension workers, home economics, agricultural engineering, and farm management specialists, and men and women county workers. It is our understanding that additional copies of this pamphlet may be obtained from the financing agencies mentioned therein. While this pamphlet relates particularly to financing home improvements in cities and towns, it will help answer some of the questions that are being asked of extension agents by rural people. It is expected that the Federal Housing Administration will issue a circular in the near future with particular reference to financing improvements in rural districts.

While many publishing and commercial concerns will give widespread promotion to the housing program, and financing agencies can give information concerning loans, the agents of the Extension Service will doubtless be called upon especially for information, suggestions, and recommendations for improvements to houses and other farm buildings. The U. S. Department of Agriculture and State Colleges have published numerous bulletins relating to these subjects and many of the State Extension Services conduct building plan services to give specific instructions to prospective builders. May we also direct attention to the more recent material which is being made available as a result of the work of the Department of Agriculture and State Colleges upon the Farm Housing Survey among which the following bulletins, published by the U. S. Department of Agriculture, will soon be available: Farm House Plans, Remodelled Farm Houses, Storage Arrangements for the Farm House, and Kitchen Plans.

We suggest, in anticipation of a demand for specific educational material, that the State Extension Services make use of the



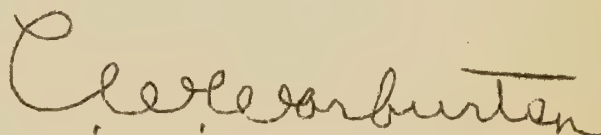


farm building plan exchange service operated by the Bureau of Agricultural Engineering, which makes available to any State the best plans produced by all States and the U. S. Department of Agriculture.

Later in the year, if borrowing by farm families for modernization in your State warrants it, arrangements might be made for training schools for both home demonstration and agricultural workers so that they may become conversant with good remodelling recommendations.

This pamphlet is being sent to all county extension workers, and to all administrative and home demonstration workers, farm management and agricultural engineering specialists on State staffs, with a brief covering letter, copy of which is enclosed.

Yours very truly,

A handwritten signature in cursive script, reading "C. W. Warburton". The signature is written in dark ink and is positioned above the printed name and title.

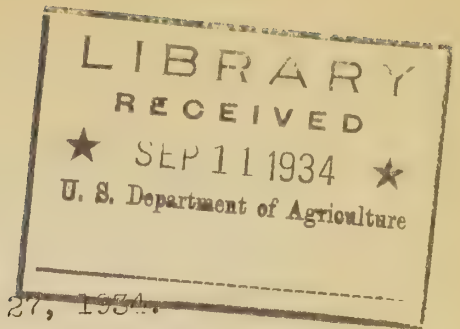
C. W. Warburton,  
Director of Extension Work.

Enclosures





1194  
Adam



August 27, 1934.

MEMORANDUM FOR ALL EMPLOYEES

Considerable damage to a number of automobiles parked in Court #6, Agriculture Building, has been caused recently by lighted cigarettes, cigars and matches thrown from windows of offices in Wing #7, occupied by the Agricultural Adjustment Administration.

There is no excuse for carelessness of this kind and the practice of throwing objects of any kind out of office windows must be stopped at once.

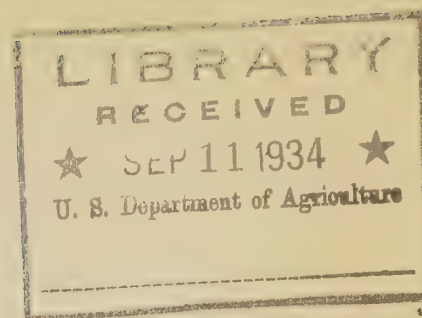
Section Chiefs should see that all employees under their jurisdiction read this memorandum.

A handwritten signature in cursive script that reads "T. Weed Harvey".

T. Weed Harvey,  
Assistant to Administrator.



1.94  
Ad 471



August 29, 1934.

MEMORANDUM TO HEADS OF DIVISION AND SECTIONS

Hereafter whenever a division or section of the Agricultural Adjustment Administration desires to obtain services from another Bureau of the Department of Agriculture under an Exhibit "A", a memorandum from the Chief of the division or section describing the services requested and the necessity therefor, must be submitted to the Budget Section of the Finance Division for approval and when approved shall be forwarded to the Bureau preparing the Exhibit "A" for attachment thereto.

The Exhibit "A" itself must be submitted and approved prior to the date on which any service thereunder is to be rendered.

A handwritten signature in cursive script, appearing to read "C. C. Davis".

C. C. Davis,  
Administrator.

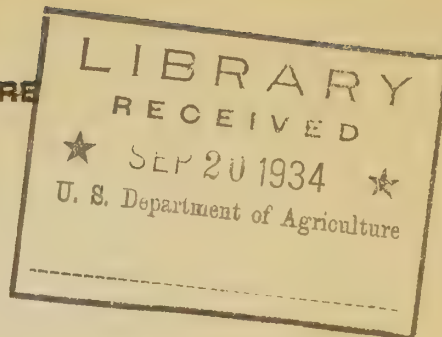
CCD:C





1934  
Ad 477

UNITED STATES DEPARTMENT OF AGRICULTURE  
DIRECTOR OF EXTENSION WORK  
WASHINGTON, D. C.



Circular Letter  
Hay and Forage Work - No. 1

August 30, 1934

To County Agricultural Agents:

Please give below the names of regular hay shippers, wholesale hay dealers, or other dealers who may be able to handle hay, and names of farmers who have one or more cars of hay which they could ship direct to buyers in drought sections. Be sure to give the names of dealers requested despite the fact that your county may need to bring in hay and forage from outside. We need this information in order to assist in bringing about the most direct and economical movement of hay and forage from surplus to deficit areas through established trade channels. Thanking you for your prompt response, I am

Very truly yours,

*C. W. Warburton*

C. W. Warburton,

Director of Extension Work.

Farmers Who Can Ship One or More Cars of Hay

Name	Post Office	County	State
"	" "	"	"
"	" "	"	"
"	" "	"	"
"	" "	"	"

Regular Hay Shippers or Wholesale Dealers

Name	Post Office	County	State
"	" "	"	"
"	" "	"	"
"	" "	"	"
"	" "	"	"

Other Dealers Who Can Ship or Handle Hay or Forage

Name	Post Office	County	State
"	" "	"	"
"	" "	"	"
"	" "	"	"
"	" "	"	"

Name \_\_\_\_\_  
County \_\_\_\_\_  
State \_\_\_\_\_  
Address \_\_\_\_\_

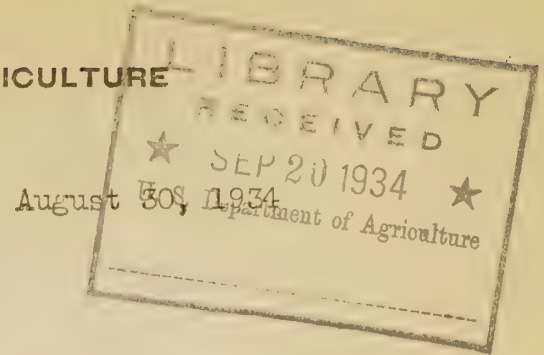




1.94  
Adams

UNITED STATES DEPARTMENT OF AGRICULTURE  
DIRECTOR OF EXTENSION WORK  
WASHINGTON, D. C.

Circular Letter  
Hay and Forage Work - No. 2



To County Agricultural Agents:

Please ascertain the situation in your county with reference to hay and forage supplies and fill in the appropriate spaces on this form and return this to me at your earliest opportunity. We need this information in order to help in bringing about the most direct and economical movement of hay and forage from surplus to deficit areas. Thanking you for your cooperation, I am

Very truly yours,

*C. W. Warburton*  
C. W. Warburton,  
Director of Extension Work.

1. Please indicate by X whether your county must ship in hay or forage ( ), has sufficient hay or forage for local needs ( ), or has a surplus of hay or forage which may be shipped to other counties and States ( ).

2. If hay or forage must be shipped into your county give the best estimate possible of the total quantities required as \_\_\_\_\_ cars.

3. Indicate in column 1 below the approximate numbers of cars of various kinds of hay and forage which must be obtained to maintain present or prospective livestock numbers. If there is hay available for shipment from your county, place your estimates in column 2 disregarding column 1.

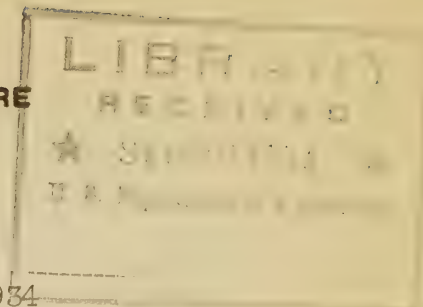
	<u>Column 1</u> Will need about the following number of cars	<u>Column 2</u> We can ship out about the following number of cars
Timothy hay-----		
Clover hay-----		
Alfalfa hay-----		
Soy bean hay-----		
Lespedeza hay-----		
Prairie hay-----		
Johnson grass hay-----		
Shredded corn fodder---		
Oats straw-----		
Name other hays:		
_____		
_____		

Name \_\_\_\_\_  
County \_\_\_\_\_  
State \_\_\_\_\_  
Address \_\_\_\_\_



7.99  
Adm

UNITED STATES DEPARTMENT OF AGRICULTURE  
DIRECTOR OF EXTENSION WORK  
WASHINGTON, D. C.



Circular Letter  
Hay and Forage Work - No. 3

August 30, 1934

To State Directors of Extension:

Re: Hay and Forage Supplies.

One of the major problems in relieving the drought situation is that of a proper distribution of hay and forage. Surplus hay stocks this season are located in the areas which are normally deficit or self-supporting areas, while the shortage exists in normally surplus producing States.

What we need now is information on the quantities and kinds of hay and forage which are or may be made available for shipment in surplus areas, and the qualities and kinds of hay and forage needed in the drought stricken States. The Department should also have a comprehensive list of hay shippers, wholesale hay dealers or other dealers who can ship hay or forage, and farmers who can ship one or more cars. Then the Department will be able to assist effectively in bringing about the most equitable distribution of supplies.

Under separate cover we are sending you sufficient copies of the two enclosed schedules to supply all your agents. Will you be so good as to distribute these to your county agricultural agents, and ask them to fill in both forms and return them at once to us? This help will be appreciated very much.

The Division of Crop Estimates is making a more detailed survey of needs and supplies which conflicts in no manner however with the survey asked for in this letter. The results of this more detailed survey will not be available for two or three weeks, and the purpose of the present inquiry is to get more immediate even though less complete information. Thanking you for your cooperation, I am

Very truly yours,

C. W. Warburton,  
Director of Extension Work.

Enclosures.





794  
Adam

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
AND EXTENSION SERVICE COOPERATING  
WASHINGTON, D. C.

LIBRARY  
RECEIVED  
★ SEP 20 1934  
U. S. Department of Agriculture

September 6, 1934.

Circular Letter  
Compliance Work - No. 6

To State Extension Directors:

Further instructions for the transmittal of first certificates of compliance: Penalties to be imposed for non-compliance with the terms of the corn-hog reduction contract.

1. Procedure for certification of compliance.

After compliance has been checked in the entire county, and after Form C.H.-54 as well as any additional information the County Allotment Committee may be able to obtain has been carefully analyzed and a determination made of the contracts that are to be certified for the second hog payment and the final corn payment and a determination made of the contracts that for any reason are to be retained in the county, the County Allotment Committee should proceed as follows: A transmittal sheet should be prepared in the county, listing the serial numbers of all the contracts that are in force in that county and indicating the disposition that has been made of the compliance certificates pertaining thereto. If the certificate has been retained pending the final check up of hog compliance or for any other reason, the reason for such retention should be indicated on the transmittal sheet. If payment to one of the parties to the contract is to be certified, and certification as to the other retained, the disposition of the certificate for each party should be indicated on the transmittal sheet. Individual compliance certificates for joint signers of a contract should, however, be used only in such cases. This transmittal sheet should also show the name of the State and county, in addition to the State and county code. These transmittal sheets should be prepared in accordance with the sample copy which will be mailed you, together with further instructions pertaining thereto.

2. Disposition of Compliance Certificates that were not certified.

After the certificates pertaining to contracts the terms of which have been complied with in full have been transmitted to Washington, County Allotment Committees should direct their attention to the certification pertaining to contracts that have not been complied with in full.

In cases where there has been non-compliance with the terms of the contract pertaining to corn production (whether or not the contract calls for a hog reduction payment), a copy should be made of Form C.H.-54 for retention in the county file and the original of Form C.H.-54 should be sent to the Corn-Hog Section at Washington, D. C., together with a complete statement of the

facts relative to such non-compliance and certification relative to those provisions of the contract which have been complied with in full. A form will be supplied you for this purpose by the Corn-Hog Section.

When non-compliance pertains to hog production, Form C.H.-54 should be retained in the county file and certification withheld, pending the final check on hog production at the end of the compliance period or soon after December 1, 1934.

County Allotment Committees should present all of the facts and circumstances in connection with all violations in cases where non-compliance pertains to corn production and compliance certificates are being submitted to Washington. The statement on the certificates should be clearly set forth and should include a statement of the nature of the violation, including a statement as to whether or not the violation was negligent, intentional or fraudulent. This statement is of the utmost importance, inasmuch as it will be the basis of the imposition of penalties. A statement of any explanation offered by the contract signer should be attached. The statement of the County Allotment Committee should show the acreage upon which there has been non-compliance, and the nature and extent of the non-compliance should be completely and accurately reported. The mathematical computation of the amount of penalty to be deducted from the second payment will be made by the Audit Section in Washington, and it is necessary for the County Allotment Committee to compute the acreage upon which there has been non-compliance and present all the facts pertaining to such non-compliance.

3. Disposition of cases where either the landlord or the producer has complied in full and is entitled to the second hog payment and/or the final corn payment, while the other party to the contract (either the landlord or the producer) has not complied in full.

Where one of the parties (either the landlord or the producer) to a contract, not offered under Ruling No. 50 or a similar special provision, has fully complied with the terms of the contract, insofar as he is responsible therefor, certification of his compliance may be made, while certification of the other signer to the contract (either the landlord or the producer) may be withheld. For example, both the landlord and the producer may have complied with the terms of the contract in full on the farm under contract, but the landlord may have violated the aggregate provisions of the contract, in which event the contract should be certified for the producer, but certification withheld for the landlord. In other cases, a landlord and a producer may be operating under a crop-share lease, and the contract may have been complied with in full, insofar as corn production is concerned, while one or more of the terms thereof pertaining to hog production were violated by the producer. In such cases, the contract should be certified for the landlord but withheld for the producer. In cases where the County Allotment Committee desires to certify a contract for one of the parties to that contract, but not for the other (either the landlord or the producer), there should be written plainly across the top of Form C.H.-53 "Certification for the landlord only" or "Certification for the producer only". The Community Committeeman may, in such cases, strike out either the word "producer" or "landlord", as the case may be, from his certification at the top of page 2 on Form C.H.-53, and in the certification of the County Allotment Committee there should be inserted after the word contract "for the producer only" or "for the landlord only", as the case may be. When the County Allotment Committee has determined that the other party



to the contract has complied in full, certification should be made as in the foregoing for the other party to the contract.

4. Non-compliance relative to hog production.

Compliance certificates for contracts pertaining to which any of the requirements relating to hog production have not been complied with in full should be retained in the office of the County Control Association until final compliance relative to hog production is checked, on or soon after December 1, 1934. In cases where Form C.H.-54 or any other information relative to the contract signer's hog production, indicates that all of the terms of the contract, administrative rulings and interpretations thereof, pertaining to hog production, have not been complied with in full, certification (execution of Form C.H.-53) should be withheld until such time as the County Allotment Committee determines that the contract has been complied with in full, at which time it may be certified in the regular way (using compliance Form C.H.-53). If such determination and certification is not made before December 1, the termination of the compliance period and the date for checking compliance for the final hog payment, compliance should be again checked, and if all of the terms of the contract, administrative rulings and interpretations have not been complied with, penalties will then be imposed and deductions made from the final hog payment, which in such cases will be the second hog payment and the final corn payment and the final hog payment combined.

5. Penalty to be imposed for non-compliance with the terms of the corn-hog reduction contract pertaining to corn production and other crop limitations.

It is the intent of the Agricultural Adjustment Administration to enforce the following penalties for the violations enumerated. It should, however, be clearly understood that the violations enumerated and for which penalties have been worked out are by no means all of the violations that will be encountered. All other violations, as well as those enumerated, should be completely and accurately reported, and, when the compliance certificates pertaining to such contracts are received by the Corn-Hog Section at Washington, penalties will be imposed that will be based on the extent of the violation, and approximately a comparable basis will be used for the computation of such additional violations as that indicated for the violations listed below. These penalties will provide a general standard for the most common types of violation. The penalties are, however, not inflexible and will be varied to meet particular circumstances, such as fraud and/or intentional violation. Extenuating circumstances may lessen a penalty, however, any such action will be taken by the Agricultural Adjustment Administration on the basis of the facts reported by the committee.

6. Corn acreage in excess of that permitted for 1934. (Paragraph 1 of the contract.)

In cases where the corn acreage for 1934, item 1 under "Planted Corn Acreage" exceeds that permitted for 1934 (item 5, Paragraph 17A of the contract, C.R.C.H. 201), the amount of penalty to be imposed will be arrived at in the following manner: First, compute the number of acres planted in excess of the number permitted for 1934. The amount of penalty to be imposed will then be arrived at by multiplying the excess acreage by the adjusted corn yield per acre as indicated on the contract for contracted acres (item 4, Table IV, C.R.C.H. 201), and the resultant sum by 45 cents per bushel. This figure will

represent the amount of penalty that will be imposed for the corn acreage planted under item 1 of the compliance form in excess of that permitted for 1934.

7. Use of contracted acres other than as authorized by the contract (Paragraph 5), administrative rulings and interpretations.

If the contracted acres were used in a manner other than that authorized by the corn-hog contract and administrative rulings, except for the planting of excess corn which is governed by paragraph 6 above, the amount of the penalty to be imposed will be determined by multiplying the number of contracted acres that were used in a manner that was in violation of the terms of the contract by the adjusted corn yield per acre on the contracted acres (item 4, Table IV of the contract, C.R.C.H. 201) and the resultant sum by 15 cents per bushel.

8. Corn or grain sorghums planted pursuant to Rulings Nos. 59, 60, or 62 prior to dates authorized for such plantings.

The amount of penalty imposed shall be arrived at by dividing the adjusted corn yield per acre as indicated for the contracted acres, upon which there has been such violation, on the contract (Table IV, item 4, C.R.C.H. 201) by 100 and multiplying the resultant sum by 45 cents. The figure thus obtained will represent the approximate value of each day's growth per acre, assuming that corn would mature in about 100 days and the value of the corn 45 cents per bushel, and will represent the penalty to be imposed per acre per day that such corn or grain sorghums were planted before the date authorized by the Secretary of Agriculture for such planting. It should, however, be clearly understood that such corn or grain sorghums planted pursuant to Administrative Rulings Nos. 59, 60 or 62 prior to the dates authorized for such planting, is to be utilized for forage purposes only before the date the County Allotment Committee has designated as the date before which such corn or grain sorghums planted for roughage purposes only must have been cut for forage.

9. Feed crop acreage, total crop acreage or basic crop acreage increased. (Paragraph 3(a), (b) and (c) of the contract).

In cases where the feed crop acreage, basic crop acreage or total crop acreage exceeds that permitted under the contract, county allotment committees shall first compute the number of such feed crop acres, basic crop acres, or total crop acres that were planted in excess of the acreage permitted under the contract (Paragraph 3(a), (b) and (c)). The amount of penalty to be imposed will then be computed by multiplying the number of such excess acres by the adjusted corn yield per acre for the contracted acres on that farm (item 4, Table IV of the contract, C.R.C.H. 201), and the resultant sum by 10 cents per bushel.

10. Rulings 18 and 38 and interpretations thereof relative to filling silo not complied with.

In cases where silos were not filled in accordance with rulings Nos. 18 and 38 or interpretations thereof, Special Corn-Hog Bulletins Nos. 26 and 28, the amount of penalty to be imposed shall be determined in the following manner: First, estimate the number of acres of corn for silage that would have been required for compliance with the terms of the contract. Deduct from that number the number of acres that were used for silage (if any) and multiply the resultant sum by the adjusted corn yield per acre for the contracted acres on that farm (item 4, Table IV of the contract, C.R.C.H. 201). This sum should



then be multiplied by 20 cents per bushel, and the resultant sum is the amount of the penalty to be imposed.

11. Aggregate compliance violated (Paragraphs 4 and 14 of the contract and Administrative Ruling No. 29).

In cases in which the aggregate acreage of corn planted for grain on non-contracted land owned, operated or controlled by the contract signer exceeds the acreage permitted under the contract, except as provided for in administrative rulings, the penalty to be imposed shall be computed as in section 6, except that the corn yield per acre shall be computed on the basis of the average corn yield per acre (10 year average) for the county in which such non-contracted farm or farms are located. If the non-contracted farms are located in more than one county but in the same State, the average corn yield for that State (10 year average) shall be used, and if the non-contracted farms are located in more than one State the average corn yield for the United States (10 year average) shall be used (25.7 bushels). The price per bushel will be 45 cents, as in paragraph 6.


For example, if Farmer A complied with the corn-hog contract in full on the farm under contract but exceeded his permitted corn acreage (1932 and 1933 average) on another farm owned, operated or controlled by him, the penalty to be imposed for such violation on the non-contracted farm will be computed on the basis of the foregoing.

If corn or grain sorghums were planted for roughage purposes only, pursuant to Rulings Nos. 59, 60 or 62 on non-contracted land owned, operated or controlled by contract signers prior to the dates authorized for such planting by the Secretary, the amount of penalty to be imposed should be computed as under section 8, except that the corn yield per acre should be computed as indicated above for excess corn acreage on non-contracted farms.

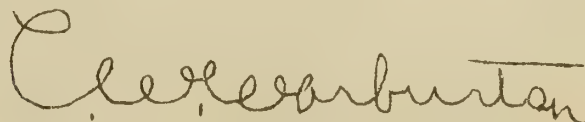
For example, if Contract Signer A elected to plant corn for forage purposes only, pursuant to Administrative Rulings Nos. 59, 60 or 62, on a non-contracted farm owned, operated or controlled by him in excess of his permitted corn acreage for grain on such non-contracted farm, and such excess planting for forage was planted before the date authorized for such planting by the Secretary, the penalty to be imposed will be computed as in section 8, except that the corn yield per acre shall be computed in accordance with this section.

Nothing herein contained shall in any way abrogate or limit the right of the Secretary to invoke the provisions of paragraph 11 of the contract.

Very truly yours,



A. G. Black,  
Chief, Corn-Hog Section,  
Commodities Division.



C. W. Warburton,  
Director of Extension.



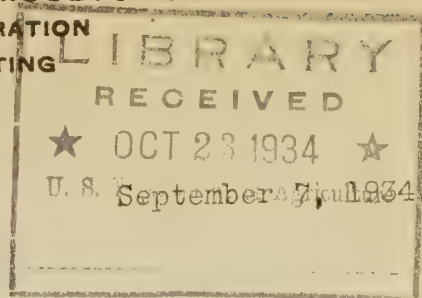


UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ADJUSTMENT ADMINISTRATION

AND EXTENSION SERVICE COOPERATING

WASHINGTON, D. C.



Circular Letter  
Drought Work - No. 4

TO STATE AND COUNTY DROUGHT DIRECTORS, COUNTY PRODUCTION CONTROL  
ASSOCIATIONS, AND COUNTY AGRICULTURAL AGENTS:

The Rural Rehabilitation Program of the Federal Emergency Relief Administration is being carried out in the various parts of the country by the State and County Emergency Relief Administrations with the cooperation of the Agricultural Adjustment Administration and the Extension Service of the Department of Agriculture and Agricultural Colleges.

The major and primary purpose of the program is to make it possible for worthy destitute farm families now eligible for relief to become self-supporting on a plane consistent with American standards and in so far as possible on their own farms. In order to attain such an end it is contemplated, among other things, to make seed stocks, farm animals, equipment, buildings or land available as may be required by them for subsistence purposes, and, when necessary to complete the budgetary needs of these families, to provide supplementary employment in private industry or on public work relief projects.

It is obviously impossible to carry out such a program of reconstruction equitably and with the best possible employment of available funds unless those directly entrusted with putting it into effect are in a position to ascertain definitely the income of those farmers seeking relief. In certain instances the efforts of local relief authorities are checked by their inability to learn what payments farmers have received for participating in adjustment programs and for selling their cattle to the Government.

The Agricultural Adjustment Administration has no objection to your making your records available to the State and County Emergency Relief Administrations as they apply to farmers requesting relief. It should be strictly understood, however, that such information is only to be used in a most confidential manner and for the purpose specified, namely, for determining whether or not the farmers asking for such relief are actually in need of same despite their other sources of income.

A handwritten signature in cursive script, reading "C. W. Warburton".

C. W. Warburton,  
Director of Extension Work.

A handwritten signature in cursive script, reading "Chester C. Davis".

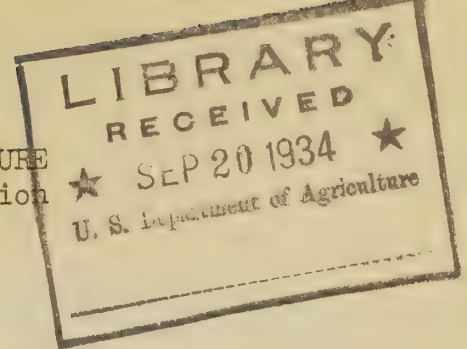
Chester C. Davis,  
Administrator.





194  
Ad 4m

UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D. C.



September 17, 1934.

MEMORANDUM TO ALL SECTION CHIEFS AND  
ADMINISTRATIVE ASSISTANTS

In order to expedite the handling of REQUESTS FOR TRANSPORTATION and to avoid unnecessary trips to the Old Post Office Building to obtain these requests, there has been made available a special messenger service for this purpose.

A special messenger will leave the Clearance Section (Room 6736, South Building) for the Administrative Audit Section in the Old Post Office Building at 11:00 a.m. and 3:30 p.m. each working day except Saturdays (10:00 a.m. on Saturdays). His sole objective on these trips is to obtain REQUESTS FOR TRANSPORTATION for A.A.A. employees in the South and Administration Buildings.

Your correspondence to the Administrative Audit Section requesting REQUESTS FOR TRANSPORTATION should be sent direct to the Clearance Section plainly marked to indicate that this special service is desired.

A handwritten signature in cursive script that reads "T. Weed Harvey".

T. WEED HARVEY,  
Assistant to Administrator.

100

100

100

100

100

100

100

100

100

100

100

100

100

100

100

100

100

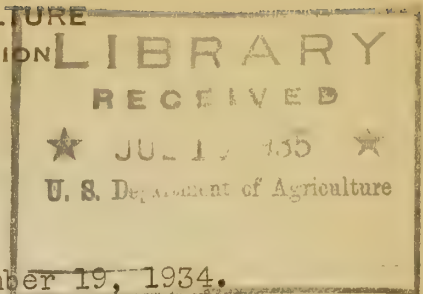
100

100

100

1,934  
at 4m

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
WASHINGTON, D. C.



September 19, 1934.

MEMORANDUM TO MR. JEROME N. FRANK,  
General Counsel

In my opinion, it is most desirable that, as soon as practicable there be prepared and issued for each commodity with respect to which a processing tax is now imposed, a reprint in combined form of such regulations as have heretofore been issued in connection with each such commodity, together with the revisions that it may now be found necessary to make. To date the following tax regulations have been issued:

1. COTTON -- Cotton Regulations, Series 2; Cotton Regulations, Series 2, Supplement 1; Cotton Regulations, Series 2, Supplement 2.
2. Field CORN -- Field Corn Regulations, Series 1; Field Corn Regulations, Series 1, Supplement 1; Field Corn Regulations, Series 1, Supplement 1, Revision 1; Field Corn Regulations, Series 1, Supplement 2; Field Corn Regulations, Series 1, Supplement 3.
3. HOGS -- Hog Regulations, Series 1; Hog Regulations, Series 1, Supplement 1; Hog Regulations, Series 1, Supplement 2; Hog Regulations, Series 1, Supplement 3; Hog Regulations, Series 1, Revision 1; Hog Regulations, Series 1, Revision 2.
4. JUTE -- Jute Regulations, Series 1; Jute Regulations, Series 1, Revision 1.
5. PAPER -- Paper Regulations, Series 1; Paper Regulations, Series 1, Revision 1; Paper Regulations, Series 1, Revision 2.
6. SUGAR -- Sugar Regulations, Series 1; Sugar Regulations, Series 1, Revision 1.
7. TOBACCO -- Tobacco Regulations, Series 1; Tobacco Regulations, Series 2; Tobacco Regulations, Series 2, Revision 1.
8. WHEAT -- Wheat Regulations, Series 1; Wheat Regulations, Series 1, Supplement 1.





The difficulty of being able to properly read and interpret regulations, where there are a number of separately printed supplements and revisions, can be readily realized and there are many persons who find it impossible to understand certain provisions because they do not have before them all of the regulations respecting the commodity under examination. Considering the wide use of the tax regulations and the various persons in the trade who must deal with them, I feel that a combined printing of the regulations for each commodity will tend, to a large extent, to facilitate and simplify the situation for all concerned.

Not only would it be a matter of considerable convenience to have these regulations combined in one printed form but in the long run it would be a matter of economy to have them so arranged. The Printing Section advises me that at the present time it has on hand no copies of Cotton Regulations, Series 2, only three copies of Hog Regulations, Series 1, fifty copies of Tobacco Regulations, Series 2, Revision 1, and thirty copies of Wheat Regulations, Series 1, Supplement 1. It will undoubtedly be necessary to have a reprinting of these regulations made to meet the constant demand for printed copies and there would be very little additional expense in having a combined reprinting of all tax regulations in connection with each of these commodities at the same time. If each regulation is required to be printed separately as the printed copies run out, it will mean that there will be ultimately be experienced a considerably greater cost than if they should be printed in combined form at the present time.

It is also necessary at the present time to make revisions in connection with all of the present regulations in order to take care of changes effected by the legislative amendments to the Agricultural Adjustment Act. Notably among these changes are the amendments to Sections 15 (e) and 17 (a) of the Act, under the provisions of Public No. 213, 73d Congress, which require the establishment of a number of new conversion factors for articles "partly" composed of the commodity subject to tax.

I recommend that the designation "Series 1" in conjunction with the name of the commodity be given to tax regulations alone. The Printing Section has made this request on several occasions and I believe it would be highly desirable to carry it out. It would then be possible to distinguish regulations issued in connection with marketing agreements, benefit contracts, allotments, etc., by other designated series numbers.

If the foregoing meets with your approval, this section will prepare drafts of the combined regulations for each commodity taxed, with such revisions as may be deemed necessary by this section and the various commodity sections.

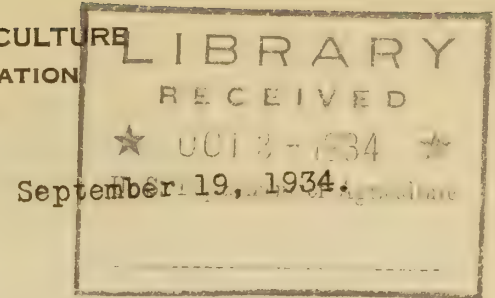
Prew Savoy,  
Chief, Tax Section,  
Office of the General Counsel.





1-94  
H-34M

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
WASHINGTON, D.C.



Gentlemen:

The Department of Agriculture is engaged, in cooperation with other agencies of the government, in a study of the maritime shipping situation. In this connection the Grain Section of the Agricultural Adjustment Administration has been requested to make inquiry of exporters of grain and grain products, both in bulk and packages, for information as to their shipping experience.

We are aware that export trade in grain and grain products is at extremely low ebb. But, no doubt, you and others with organization and facilities for export business keep informed in regard to shipping, in the hope, in which we all share, that United States agricultural products will regain their former importance in world trade. We would, therefore, appreciate your giving us your experience, even if it is not based on current business, as well as your suggestions as to desirable changes or improvements, and ways in which you feel that the government can be instrumental in promoting such betterment or enlargement of shipping facilities.

We would appreciate it if you would deal with the subject as frankly and at such length as you feel like doing and suggest that, so far as you feel appropriate, you discuss, among others, the following matters:

Describe present ocean shipping facilities for the export of your commodities, including the type of vessels used, tramp or liner, American or foreign, and other matters bearing on this subject.

Do you consider existing facilities adequate in all particulars and, if not, what improvements would you suggest, including type, speed and supply of suitable vessels, frequency and ports of call, etc.



Do you consider that, in the export of commodities you handle, American exporters suffer discrimination in world trade in the way of unfavorable freight rates, concessions or rebates, favoring other shippers or commodities?

Please understand this inquiry is not made in the manner of an investigation, but wholly with the hope that the study may develop, from the experience of American exporters and importers, some suggestions that will enable the government to take steps which will be genuinely helpful to these important branches of our trade.

Very truly yours,

T. B. King,  
Senior Marketing Specialist, Grain Section,  
Commodities Division.

There is enclosed a self addressed franked envelope for your convenience in replying.





174  
Adm. Div.

LIBRARY  
RECEIVED  
★ OCT 2 1934  
U. S. Department of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
Washington, D. C.

September 24, 1934

MEMORANDUM TO ALL ATTORNEYS IN THE MARKETING  
AGREEMENT SECTION AND TO PRESIDING OFFICERS

Re: Order of proceedings at public hearings exclusive  
of hearings with respect to milk licenses

Section 207 of General Regulations, Series 1, Revision 1, (relating to hearings with reference to marketing agreements), section 207 of General Regulations, Series 2 (relating to hearings on codes of fair competition), and section 207 of General Regulations, Series 9 (relating to hearings with reference to licenses) permit the presiding officer, in his discretion, to determine an order of proceedings at public hearings different from that specified in each such section. A suggested order of proceedings is set forth herein and it is recommended that this order be followed in hearings hereafter held with respect to the issuance of any marketing agreement, license, or code, exclusive of hearings with respect to milk licenses.

1. The practice of reading the entire document\* should be dispensed with. Copies should be made available in the town where the hearing is held well in advance of the hearing, and copies should be distributed at the commencement of the hearing. The customary procedure is for the presiding officer to suggest that reading of the entire document will be dispensed with, if there are no objections from the floor.
2. The first step, after the official notices have been read and the necessary exhibits introduced, should be a brief announcement as to the manner in which the hearing is to be conducted and an explanation of the manner in which the document has been prepared. The Government personnel should then be introduced. (A suggested outline of the preliminary statement will be furnished to the presiding officer.)
3. The procedure of calling in turn upon witnesses who are in favor of the issuance of any document, and upon witnesses who are in opposition to the issuance of any document has been found to be of little or no value. It produces embarrassing silences or encourages general and lengthy orations. Experience has indicated that general statements from

---

\* The word "document" is used in this memorandum to refer to marketing agreement, license, or code, as the case may be.

the floor as to the position of a witness as an opponent or proponent are of no evidentiary value and may merely embarrass the Government and the persons who make the statements.

4. The next order of proceedings has generally been to read the document section by section, inviting discussion of each section or of a group of sections. In lieu of this, the following order is suggested.

(a) After the hearing is opened by the presiding officer, the principal government economist should present a concise, understandable summary of the marketing plan as proposed by the Secretary. This presentation should be simple and yet complete. At some points it may be desirable to read important provisions of the proposed documents. A blackboard may be helpful. At the close of his presentation of this summary, the economist should announce that he will be quite willing, as the hearing proceeds, to answer specific problems which are raised as to the meaning and operation of the plan.

(b) The representative of Consumers' Counsel, if one is present, should then present an explanation of the consumers' interest in the plan, and the provisions therein which safeguard the consumer.

(c) The government lawyer, if one is present, should then make a statement as to any technical problems which are necessary for an understanding of the plan. This statement should be brief and general in nature and should be couched in simple and non-technical language.

the (d) The presiding officer should then proceed to open the meeting for discussion from the floor. He should at this point state in some detail the procedure which will be followed during the remainder of the hearing, reading the topics which will be discussed in the order in which they are to be discussed. The following topical organization is suggested. There is no intention that hearings be limited to the topics here listed, or that the order followed must necessarily be the order in which the topics are here listed. Due to the wide difference in provisions of the various documents, it is impractical to attempt to list topics in detail. Whenever possible, the attorney in charge of a particular document should, after conferring with the economist in charge, formulate a more detailed list of topics with which he should furnish the presiding officer.

The topics have been arranged so that the most important will be first considered, because generally the largest attendance is at the first part of the hearing. It is believed that if the discussion is conducted topic by topic, a presentation of evidence will result which will be more understandable to those in attendance at the hearing and which will result in a more orderly record.



As the presiding officer successively opens the hearing for discussion on each topic, he should direct attention to the sections of the license which are applicable to that topic. Amendments may be offered and considered in connection with the relevant topic. Each important topic relating to the document should be discussed so as to show its meaning, relevant practices existing in the industry and the probable effect of the document on such practices, and other pertinent matters. Every effort should be directed toward producing an orderly and complete record containing a description of the industry and discussion of the operation and effect of the document.

The suggested topics are as follows:

A. Marketing Agreements and Licenses

- (1) Description of the industry, including volume, markets, distribution methods, and agencies, operating in the industry.
- (2) The necessity for the issuance of a license, if it is contemplated that a license be issued. A brief statement by the government lawyer or economist may suffice to make a record on this point, but the presiding officer should invite comments from the floor as to the necessity and desirability of licensing.
- (3) Proration provisions:
  - (a) Evidence should be introduced by the government economist to show:
    - (i) Parity price;
    - (ii) The price prevailing in the past year or several years;
    - (iii) The quantity of the commodity produced and/or shipped in past years;
    - (iv) The necessity for proration;
    - (v) The probable benefits to producers of proration and how they will result;
    - (vi) The amount of the commodity which moved in interstate commerce during the past year or several years;
    - (vii) If intrastate commerce is to be regulated the amount of the commodity moving in intrastate commerce, the commodities from other states with which the regulating commodity competes within the state where the latter is produced, the necessity for regulating intrastate as well as interstate movements of the commodity.
  - (b) Discussion from the floor should then be invited, but witnesses should be restricted insofar as possible to discussions of the proration provisions.

- (4) Price provisions should be explained by the government economist. All the matters hereinabove listed under Proration should be introduced under this heading if no proration provisions are included in the document, particular attention being given to justification of the prices fixed in the document. Price provisions should then be discussed from the floor.
  - (5) Control Committee, expense provisions, and provisions relating to administration enforcement of document:
    - (a) The government economist should make a statement of the method provided for the constitution of the Control Committee, and should state the duties and functions of the Control Committee. He should also explain the provisions with respect to expenses, and either he or the lawyer should explain the procedure for administering and enforcing the document.
  - (6) Trade practice provisions and provisions regulating charges for services, if any, should be explained by the government economist, if necessary, and then discussed from the floor.
  - (7) Provisions with respect to books, records, and reports should be explained by the attorney, the presiding officer or the economist. Discussion of such provisions from the floor should then be invited.
  - (8) Criticism of the definitions or any other technical matters should be invited.
- B. Codes. The topics hereinafter suggested relate only to that part of the hearing conducted by the Agricultural Adjustment Administration.
- (1) The representation of the sponsors of the code, and their requirements as to membership and whether they are representative of the trade or industry.
  - (2) Description of the industry.
  - (3) Trade practice provisions.
    - (a) Price provisions, including provisions with respect to brokerage, rebates, guarantees, premiums, etc.
    - (b) Other marketing provisions, such as labeling, packing, etc.
  - (4) Code authority (wherever discussion thereof is in charge of this Administration's personnel).
  - (5) Criticism of the definitions or any other technical matters should be invited.

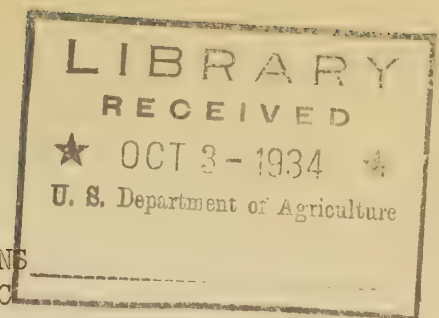
*Lee Pressman*

Lee Pressman  
Assistant to General Counsel

1.94  
2d 4m

WEEKLY REPORT

September 24, 1934.



GENERAL REGULATIONS, TAX REGULATIONS  
AND ADMINISTRATIVE RULINGS ON BASIC  
COMMODITIES AND MOST RECENT FORMS

I. GENERAL REGULATIONS

None issued since last report.

II. TAX REGULATIONS ON BASIC AND COMPETING COMMODITIES

None issued since last report.

III. BASIC COMMODITY REGULATIONS

None issued since last report.

IV. BENEFIT CONTRACT ADMINISTRATIVE RULINGS AND REGULATIONS

None issued since last report.

V. NEW FORMS ON BASIC COMMODITIES

<u>Cotton</u>	B.A. - 18	"Application Based on Change of Status".
	B.A. - 117	"(To be used under Section 102 of the Regulations)" - This is a declaration of Surplus Tax-exemption Certificates.
	B.A. - 202	"Procedure Governing Applications of Warehouses to be Approved for the Storage of Cotton upon which the Government Holds a Lien for Tax under the Cotton Act of April 21, 1932".

VI. INFORMATIVE PAMPHLETS, ETC.

G-21 Chart - "Farm Prices Advance Toward Parity, 1933-34."

*[Handwritten signature]*

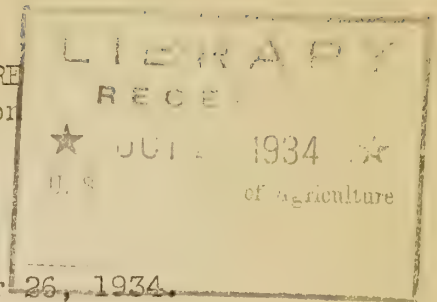
A. C. Berenguer,  
Legal, Economic and Legislative  
Information Section.





194  
Adm.

UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D.C.



September 26, 1934.

MEMORANDUM FOR ALL DIVISIONS AND SECTIONS

Whenever it becomes necessary, or seems desirable for any employee or official of the Agricultural Adjustment Administration to address a communication to the Comptroller General of the United States on any subject pertaining to the work or activities of the Administration, such communication should be submitted to the Office of General Counsel for approval prior to forwarding. Likewise, all employees making official personal contact with the Comptroller General, or his representatives, should be accompanied by a representative of the General Counsel of the Agricultural Adjustment Administration.

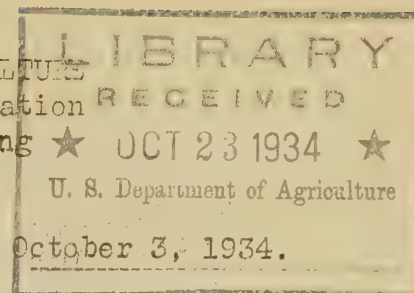
*C. C. Davis*

C. C. Davis,  
Administrator.





1,94  
Adm  
UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
and Extension Service Cooperating  
Washington, D.C.



Circular Letter  
Compliance Work - No.9

To State Extension Directors:

Further instructions in the preparation of first certificates of compliance for transmittal.

1. Important - Data needed before Form C.H.-57 can be mailed to States.

Form C.H.-57, "Certification for Second Payment in Cases of Partial Compliance", will be available for distribution at an early date. State Directors of Compliance should ascertain the number of these forms each county will need. The total State requirements, as indicated by this survey, should then be submitted to the Corn-Hog Section, Agricultural Adjustment Administration, Washington, D.C., and will constitute a request as to the number of Forms C.H.-57 which will be mailed each State. If States insist on having forms mailed direct to counties from Washington, then State Compliance Directors should submit a detailed county report, showing the number of forms required by each county. Forms C.H.-57 will not be mailed to States until such information as indicated above is received. PLEASE DO NOT ASK FOR MORE FORMS THAN WILL BE ACTUALLY NEEDED.

2. State Compliance Directors should submit reports to Washington.

When certification of compliance certificates has progressed sufficiently to indicate conditions or situations in the State, Compliance Directors should submit progress reports, indicating: (1) the approximate per cent of certificates which are in partial compliance; (2) the nature of violations and the probable per cent of partial compliance certificates falling in each division or partial compliance violation; (3) a statement covering partial compliance on violations which have not been indicated in Circular Letter No. 6, Compliance Work. Any other information or facts covering the progress of compliance work within the State should also be indicated.

3. Disposition of compliance certificates which are in partial compliance.

Partial compliance certificates should not be completed for transmittal to Washington until Form C.H.-57, "Certification for Second Payment in Cases of Partial Compliance", and instructions pertaining thereto are available for use.

Circular Letter No. 6, Compliance Work, gives instructions to County Allotment Committees for procedure to be followed in preparing

partial compliance certificates for certification. Brief statements of all the facts pertaining to the nature of the violations should be prepared for each case of partial compliance by the County Allotment Committee. Space has been provided in Form C.H.-57 for the insertion of these statements.

4. Penalties for partial compliance not to be deducted by County Allotment Committees.

A number of requests have been received direct from County Allotment Committees asking for instructions on how to deduct penalties from contract signers whose certificates show partial compliance. County Allotment Committees are not to figure penalties nor are they to deduct penalties on any contracts showing partial compliance. All penalty computations and deductions thereof from corn-hog reduction payments will be made by the Rental and Benefit Audit Section, Agricultural Adjustment Administration, Washington, D.C. However, County Allotment Committees are to compile brief statements of all the facts pertaining to the nature of the violation for each case of partial compliance. (See Paragraph 3 above.)

5. Certification of corn acreage in the aggregate not permitted where farming unit is covered by two or more contracts.

A corn-hog contract signer, whose farming unit is covered by more than one corn-hog contract is not permitted to comply in the aggregate with respect to corn acreage planted on such farming unit. Previous instructions and interpretations have advised that this is not permitted because of landlord complications, the extreme difficulty of administration and the checking of compliance. Each contract provision involving a commodity is given individual consideration in the Comptroller's office of the Agricultural Adjustment Administration. Therefore, it is necessary that each individual contract be certified separately. If the corn acreage is in excess of the 1934 permitted production for any individual contract, such contract or contracts should be certified as for partial compliance. Brief statements of all the facts pertaining to the nature of the violation should be prepared for each case of partial compliance by the County Allotment Committee. Such statements will be considered at the time of assessment of the penalty for such violation.

6. Certification of contracts executed under Administrative Ruling No. 17(a) and 17(b)

Contracts executed under Administrative Ruling No. 17(a) do not permit an increase in corn acreage in 1934 above the 1932-33 adjusted average. If the 1934 corn production is in excess of the adjusted average, certification should be made, showing partial compliance on corn. A statement should be prepared, giving all the facts pertaining to the nature of the violation by the County Allotment Committee. Such statement will be considered at the time of assessment of the penalty for such violation.



Contracts executed under Administrative Ruling No. 17(b) do not permit an increase in hogs produced for market in 1934 above the 1932-33 adjusted average. If the 1934 production is in excess of this adjusted average, certification should be withheld according to instructions issued as for all contracts where the 1934 hog production is in excess of the number permitted under the terms of the contract.

7. Corrections necessary in Form C.H.-54 and contract, if pigs farrowed after December 1, 1933, are included in neighbors' count and 1933 base production.

If the neighbors' count includes any pigs farrowed after December 1, 1933, they should be deducted from both item 4 "in the box" and item 1 in Section II. They would be added to item 2 in Section II.

Reports indicate that some counties used the neighbors' count as an inventory for determining 1933 base production. If in such cases the neighbors' count does include pigs farrowed after December 1, 1933, such contracts obviously contain overstatement. For example, if 24 pigs farrowed after December 1, 1933, were included in the neighbors' count and were considered as 1933 production, the producer's average production for 1932-33 would be increased by 12 hogs. This would give an excess of 9 hogs for 1934 permitted production and would also allow an excess reduction payment of \$45.00. All contracts in which such overstatements may exist should be corrected. A request for a correction of such contracts should be submitted to the Comptroller, Attention Rental and Benefit Audit Section, Agricultural Adjustment Administration, Washington, D. C. Instructions for making such a request are contained on page 3 of Corn-Hog Production Adjustment Bulletin No. 27.

Items 1 and 2, Section I, Form C.H.-54 offer a method of locating such overstatements. If the percentage of death loss seems high, further check should be made since such heavy death loss would permit the transfer of these pigs to item 2, Section II, "Number of live pigs farrowed from such litters", without eliminating overstatement.

District supervisors should be instructed to make a careful check of all compliance certificates in counties where this situation may exist. (See Circular Letter No. 8, Compliance Work.)

8. Hogs given to relief should be entered in Form C.H.-54.

Hogs given to relief by contract signers (Circular Letter No. 78, Corn-Hog Work) should be entered in item 4, Section II, of Form C.H.-54. They should also be entered in Section V, giving itemized details as for other sales. The number and date of such disposition should be indicated plainly on margin of page 2 - for example, "2 hogs given State Emergency Relief Administration, September 28".

Receipt forms used in connection with "Disposition of Excess Pigs" are to be furnished by State Emergency Relief Administrations.

9. Certification of contracts where feeder pigs purchased in 1934 exceed number permitted under terms of contract.

In all cases where feeder pigs are involved, the purchases in 1934 should be carefully checked against the 1932-33 adjusted average permitted under the contract and subsequent administrative rulings pertaining thereto. When there are violations with reference to the number of feeder pigs purchased in 1934, certification should be withheld according to instructions issued as for all contracts where the 1934 hog production is in excess of the number permitted under the terms of the contract.

10. Responsibilities of compliance re wheat acreage, and procedure for certification of contracts re termination of leases in 1934.

A number of cases have been called to our attention where a contract signer is unable to continue operation of the land under contract and which case is not covered by either Administrative Ruling No. 47 or No. 63. The landlord or another tenant of the landlord intends to plant such wheat as will constitute a violation of paragraph 3(b) of the corn-hog reduction contract covering such farm.

Usually in such cases the landlord is not a party to the corn-hog reduction contract, and we can only look to the tenant, as signer of the contract, for compliance with the terms of the corn-hog reduction contract. It seems that whatever difficulty has arisen between the landlord and tenant, with respect to the leasing agreement, is one for disposition between the landlord and tenant. In such cases it is suggested that the tenant explain to the landlord the condition in which he finds himself and how the planting of wheat will affect the corn-hog reduction contract covering such farm. In the event that no satisfactory disposition can be made between the landlord and tenant, your attention is called to instructions on page 2, Corn-Hog Production Adjustment Bulletin No. 28, which covers cases of failure to comply with Paragraph 8 of the contract not covered by Administrative Ruling No. 47 or No. 63.

If the tenant is unable to continue operation of the farm under contract or is unable to comply with the terms of Administrative Ruling No. 47, it will be necessary to certify the contract for partial compliance. Brief statements of all the facts pertaining to the nature of the violation should be prepared for each case of partial compliance by the County Allotment Committee. Such statements will be considered at the



time of the assessment of penalties for such violations.

Very truly yours,

A handwritten signature in cursive script, reading "Claude R. Wickard".

Claude R. Wickard,  
Acting Chief, Corn-Hog Section,  
Commodities Division.

A handwritten signature in cursive script, reading "C. W. Warburton".

C. W. Warburton,  
Director of Extension.



229111  
UNITED STATES DEPARTMENT OF AGRICULTURE

DIRECTOR OF EXTENSION WORK

WASHINGTON, D. C.

LIBRARY  
RECEIVED

Circular Letter  
Drought Work - No. 13

October 11, 1934

To All County Drought Directors:

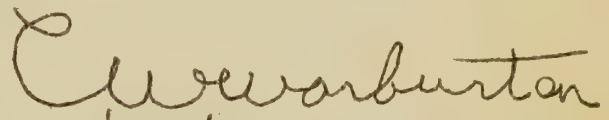
On September 8 a memorandum was transmitted to you outlining what we believed to be a desirable organization for drought work, particularly the organization and duties of a County Agricultural Drought Committee. That memorandum related to the duties of the County Committee and the County Director with reference to livestock purchases and feed supplies. As the plans for the distribution of the seed grain being accumulated by the Seed Stocks Committee of the Department of Agriculture had not been fully developed, no mention was made in that memorandum of plans for the handling of seed supplies.

A press release has just been issued outlining the work of the Seed Stocks Committee and the plans for the distribution of seed. Copy of this press release is enclosed. The Seed Stocks Committee, with the limited funds at its disposal, can hope to purchase and make available to farmers only a small fraction of their total seed needs. The effort of the Committee is primarily to conserve good seed stocks of some of the newer and better varieties of grains that, if not withheld for seed, would be likely to go into consumption through milling, malting, or feeding.

The Committee feels that every effort should be made by individual farmers and by communities to conserve their own seed supplies and that the stocks held by the Committee should be drawn on only as a last resort. The Committee has accumulated considerable stocks of high quality spring wheat, durum wheat, oats, barley and flax which will be available for sale in counties in which good stocks are not readily available locally, either from farmers or through dealers. Stocks of certain other seeds may be accumulated later.

The enclosed memorandum suggests ways in which the County Agricultural Drought Committee can handle the seed problem in the County. It suggests also that if this Committee is already organized in such a way that the seed using interests are not adequately represented, new members be added to the Committee to provide such representation.

Very truly yours,



C. W. Warburton,  
Director of Extension Work.

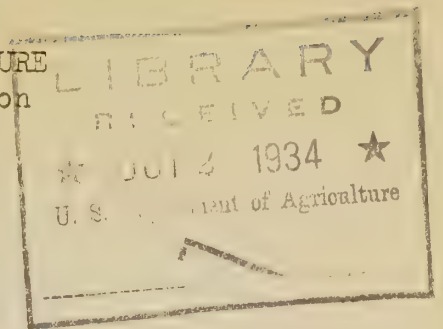
Enclosure





1934  
A.A.A.M.  
3

UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D. C.



October 12, 1934.

MEMORANDUM TO ALL DIVISIONS AND  
SECTIONS

Hereafter all Department of Agriculture publications desired by members of the Agricultural Adjustment Administration should be requested through the Correspondence, Records & Printing Section of the Division of Information. The practice of making requests direct to the Departmental Office of Information should be discontinued.

A.A.A. Form # Pub. 6 is to be used for requesting all publications.

A handwritten signature in dark ink, reading "T Weed Harvey". The signature is written in a cursive style with a large, looping initial "T".

T. Weed Harvey,  
Assistant to Administrator.

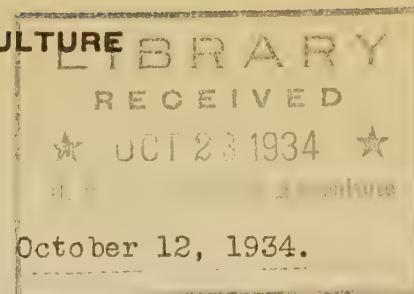


Ad 47M  
UNITED STATES DEPARTMENT OF AGRICULTURE

DIRECTOR OF EXTENSION WORK

WASHINGTON, D. C.

Circular Letter  
Drought Work - No. 14



TO COUNTY AGRICULTURAL AGENTS IN EMERGENCY DROUGHT COUNTIES:

RE: Cattle Purchases

When the cattle purchase program was begun the latter part of May, no one anticipated that the drought would be as widespread and disastrous as it was, or that purchases would be made in anything like the volume that finally developed. As it appeared for some months that the funds available for purchases would be sufficient to remove all the animals that farmers cared to sell, no limitations were placed on the earlier buying. As the widespread nature of the drought developed, and the size of the purchase program became apparent, it was necessary to establish quotas for the various States, and finally to fix very definite daily buying quotas, total quotas for the week, and State and county allotments.

A few weeks ago when it became apparent that the limit of available funds would soon be reached, buying was shut off in some States, and very sharply limited in others with the result that much of the purchase work was left in a rather unfinished shape. In some cases certain individuals had sold rather liberally from their herds, while others equally in need of making reductions had not been given an opportunity to make any sales. Similar conditions prevailed with reference to counties in some States, no purchases having been made in certain counties while in others the purchase program was well advanced. In a number of instances additional allotments have been made to the States to give State and county directors some opportunity to equalize the discrepancies in buying as between counties or between individuals.

If anyone had realized at the beginning just the proportions which the purchase program would assume, or the area in which it would be necessary to conduct it, the work could have been carried on in a much more orderly manner, definite allotments could have been made, and many of the inequalities now existing could have been avoided. We realize in many cases county agents, State directors, and others concerned with the purchase program have been embarrassed by the abrupt discontinuance of purchases in certain States and counties, and that agents are being subjected to considerable unmerited criticism from this cause.

We greatly regret this difficulty, but do not see how it could have been avoided in view of the progressive nature of the drought, and the development of the purchase program.

Yours very truly,

*C. W. Warburton*

C. W. Warburton,  
Director of Extension Work.





1-174  
Adm

UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D. C.

LIBRARY  
RECEIVED  
★ OCT 2 1934 ★  
U. S. Department of Agriculture

October 15, 1934.

MEMORANDUM

TO COMMODITY SECTION CHIEFS.

Subject: Procedure for Formulating the Financial Aspects  
of Production Adjustment, Surplus Removal, and  
Processing Tax Programs.

The functions of the Division of Finance include responsibility for determining the probable financial results of any proposed action to be taken or any program to be entered into by the Administration and to report thereon to the Administrator. This responsibility necessitates that the Director of Finance be thoroughly familiar with any proposal on which his report and recommendation are required.

Commodity Section Chiefs who contemplate the formulation of production adjustment, surplus removal, or commodity loan programs or proposals for the initiation or revision of processing or compensating taxes, are therefore directed to inform the Director of Finance of such intention at the earliest possible moment. The Director of Finance will then assign personnel to assist in the formulation of the financial aspects of such proposal. The Commodity Section concerned will make available to the assigned representative of the Division of Finance such data as is required by him, and will keep him informed of all steps taken in formulating the proposal.

In this connection, your attention is again invited to my memorandum of March 5, 1934, entitled "Procedure for coordinating programs for the adjustment in acreage or adjustment in production for marketing, or both, of any basic agricultural commodity or the removal of surplus agricultural products," and to my memorandum of June 15, 1934, entitled "Statement of routine for all documents requiring the signature of the Secretary." Copies of these memoranda are attached.

The procedure outlined in these memoranda must be carefully followed.

*C. C. Davis*

C. C. Davis,  
Administrator.



UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D. C.

March 5, 1934.

M E M O R A N D U M

To: Directors of Divisions, Chiefs of Sections and Other  
Officials of the Agricultural Adjustment Administration.

Subject: Procedure for coordinating programs for the  
adjustment in acreage or adjustment in pro-  
duction for marketing, or both, of any basic  
agricultural commodity and the removal of  
surplus agricultural products.

The following procedure is hereby established for the initiation,  
coordination and approval of programs to adjust the acreage or production  
for market, or both, of any basic agricultural commodity and to remove  
surplus agricultural products from the normal channels of trade:

- I. The chief of the commodity section initiating a pro-  
gram will be primarily responsible for the formulation  
of the program and for the compilation of the necessary  
data up to the time the Administrator submits the pro-  
gram to the Secretary for approval. He shall work in  
collaboration with the Office of General Counsel,  
Finance Division, Program Planning Division, Office of  
the Assistant Director of the Commodities Division in  
Charge of Production, Comptroller's Office, and other  
departmental agencies in preparing complete information  
with respect to the program. This information shall  
include:
  - A. Statement of economic background giving sufficient  
data on prices, surpluses, etc., to demonstrate the  
necessity for use of the powers granted by the  
Agricultural Adjustment Act.
  - B. Summary of the program.
    1. Objectives.
    2. Results expected.
    3. Balanced statement of estimated revenues and  
expenditures.
    4. Principal features of program.
      - (a) Acreage and/or production to be used  
as base for adjustment.
      - (b) Time, number, character and methods of  
payment.
      - (c) Use to be made of rented acreage or  
purchased surplus.
      - (d) Duration of program.
      - (e) Tax plan, including proposed executive  
order.



(f) Outline of system of administration, including expected dates of principal administrative actions.

- C. Detailed description following the above outline justifying each item under I (B) from the standpoint of economics, finance and administration, including supporting statistical tabulations, fiscal statements and administrative schedules, adequate to prove the soundness and feasibility of the program.

In this detailed description, particular care should be taken to point out how and to what extent the proposed program promotes the purposes of the Agricultural Adjustment Administration, as outlined in Title I, Section 2 of the Act, citing wherever possible statutory authority for the various proposals in the program.

- D. A documentary history, with table of contents, should likewise be prepared for incorporation in the program file, which would include memoranda initiating the program or effecting policies controlling the program, typed statements of important decisions reached in telephone conversations or informal conferences, and stenographic transcripts of testimony taken and resolutions approved at formal conferences.

II. This information shall be prepared in seven copies. When the preparation of the program has been completed to the satisfaction of the commodity section chief, he shall initial the original under the line designated for the Administrator's signature.

III. The commodity section chief shall be responsible for presenting the program in turn to the Assistant Director of the Commodities Division in Charge of Production and the Assistant Administrator in Charge of the Commodities Division for their approval and, when approved, obtaining their initials on the original. The section chief shall see that the revisions suggested by these officers are made on all copies of the program.

IV. The commodity section chief shall then forward simultaneously a copy of the program to each of the following divisions:

Finance Division\*  
Program Planning Division  
Office of General Counsel  
Comptroller's Office  
Department of Agriculture  
agencies whose services  
are to be used in connection with the plan.



- V. Each of the aforementioned offices or divisions will, upon receipt, examine the program insofar as the work of the immediate office or division is concerned, and prepare memoranda recommending such revision as may appear necessary. Said offices, upon the approval of the office or division head, will return the copy of the program sent to them, and seven copies of any recommendation that may be made by their respective office to the commodity section chief. This section chief shall confer with these officers from time to time as to such questions of policy which may arise and have to be brought to the Administrator for final decision.
- VI. The commodity section chief shall then present all copies of the program and memoranda pertaining thereto to the Administrator and a conference will be called with the following officers:

Director of Finance  
Assistant Administrator in Charge of  
Program Planning  
Assistant Administrator in Charge of  
Commodities  
General Counsel  
Comptroller  
Commodity Section Chief

for the purpose of determining what revisions of the proposed program may be necessary. Upon approval of the program, a minute should be passed of the action taken by the Committee to record its action. After this has been done, the conferees will initial the original copy under the line designated for the Administrator's signature. The Administrator will then affix his signature and submit the program to the Secretary of Agriculture for his action.

- VII. After approval by the Secretary, the original of the approved program will be filed in the Permanent Records files of the Agricultural Adjustment Administration.



C. C. DAVIS  
Administrator.

---

\* The Director of Finance shall contact the Bureau of Internal Revenue to give that Bureau an opportunity to study the Tax Plan from the standpoint of administrative feasibility.



UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
WASHINGTON, D.C.

June 15, 1934.

STATEMENT OF ROUTINE FOR ALL DOCUMENTS REQUIRING THE  
SIGNATURE OF THE SECRETARY

All documents, other than correspondence, for which the Commodities Division is responsible and which require the signature of the Administrator and the Secretary must conform henceforth to the following routine which supplements and clarifies the previous statements of procedure.

In every case the Section Chief will be responsible for the preparation of the docket. When the docket has been properly prepared, it shall be presented to the office of the Assistant Director of Commodities (present headquarters Room 450-A), where it will be checked and where any further necessary memoranda will be secured, or prepared and attached. Said office will then secure the signature of the Director of Commodities, the Administrator and the Secretary. Following signature by the Secretary, all copies of the docket, except those retained by the Secretary, shall be returned to the office of the Assistant Director for proper distribution.

No docket shall be accepted by the office of the Assistant Director of Commodities unless it is prepared in accord with the following requirements:

I GENERAL

(a) All copies of every document must be certified by the Section Chief as identical, and a signed statement to that effect must appear on the first page.

(b) Any revisions, deletions or insertions in any document must be separately initialed by the Section Chief.

(c) The initials of each officer whose recommendation is required must appear on the first copy of every document, below the line provided for the signature of the Secretary or the Administrator.

(d) All documents and memoranda in each docket must be punched and fastened into a folder with an Acco fastener. The name and copy number of the document must be placed on the outside of the folder.

(e) If the document is to be printed or duplicated and distributed, there must be included in every case a docket containing: (1) The most legible certified copy of the document. (2) A request for mimeographing or printing. (3) A distribution list.

## II CODES AND AGREEMENTS

There shall be presented:

- (a) Four dockets, each containing, in the following order, one copy of:
  - 1) The legal opinion.
  - 2) Recommendation of the Consumers Counsel.
  - 3) Recommendation of the Section Chief.
  - 4) Analytical statement by the Section Chief.
  - 5) Either an application for hearing which, in the case of a code, must be signed by the representative of the National Recovery Administration, or the assent of the industry to the code in final form.
  - 6) Code or agreement.
- (b) Either two copies of the transcript of the informal conference if held, or one copy of the transcript of public hearing, as the case may be.
- (c) In the case of a code for final approval, seven copies of a draft Executive Order and a draft letter from the Secretary to the President prepared by the Legal Division.
- (d) One docket containing seven copies of a designation of the Secretary's Agent and four copies of the recommendation of the Section Chief.
- (e) One docket containing seven copies of the designation of the Secretary's representative or the Market Administrator, and four copies of the recommendation of the Section Chief.
- (f) Docket as in I (e).

## III AMENDMENTS AND LICENSES

There shall be presented:

- (a) Four dockets, each containing, in the following order, one copy of:
  - 1) The legal opinion.
  - 2) In the case of an amendment or license unsupported by an agreement, a recommendation by the Consumers Counsel.
  - 3) Recommendation of the Section Chief.
  - 4) Either the amendment or the license.



- (b) One copy of the original agreement.
- (c) One docket containing:
  - 1) Seven copies of the Designation of the Secretary's Agent and/or the Market Administrator.
  - 2) Four copies of the memorandum of the Section Chief, recommending and giving the qualifications of the person designated.
- (d) Docket as in I (e).

#### IV ENFORCEMENT DOCUMENTS

These shall be presented in seven copies, bearing the initials of the Commodity Section Chief, the Chief of the Investigation Section of the Commodities Division, the Chief of the Administrative Enforcement Section of the General Counsel's Office, General Counsel.

#### V PRODUCTION PROGRAMS

The docket shall be prepared in seven copies. Each copy shall contain in the following order:

- (a) A draft letter of transmittal from the Administrator to the Secretary.
- (b) Any memoranda of recommendation written by the following, whose signatures must be obtained in any event:
  - 1) Director of Finance.
    - a. Recommendation of Director of Finance.
    - b. Memorandum and recommendation of Ways and Means Section regarding economic aspects.
    - c. Memorandum and recommendation of Budget Section regarding financial aspects.
  - 2) Director of Program Planning.
  - 3) Comptroller.
  - 4) Chief of any Department of Agriculture Agency whose services are to be used in connection with the plan.
  - 5) General Counsel.
- (c) Documents prepared by the Section Chief.
  - 1) Statement of economic background.
  - 2) Summary of program.
  - 3) Economic justification.
  - 4) Documentary history.

## VI ADMINISTRATIVE RULINGS AND CONTRACTS

These shall be presented in seven copies, and each copy must be accompanied by a memorandum of recommendation and explanation by the Commodity Section Chief and a draft letter of transmittal from the Administrator to the Secretary.

The rulings and contracts must bear the signatures and the initials of the following:

- 1) The Commodity Section Chief.
- 2) The Chief of Contract Records Section.
- 3) Comptroller.
- 4) Director of Program Planning.
- 5) Director of Finance.
- 6) General Counsel.

## VII PROCESSING TAXES AND COMPENSATORY TAXES

The Section Chief will be responsible for recommending, and presenting to the office of the Assistant Director of Commodities, seven dockets, each containing one copy of:

- a) Economic analysis and statement by the Commodity Section Chief.
- b) Draft of the letter of transmittal from the Administrator to the Secretary.
- c) Documents prepared by the Director of Finance:
  - a. Recommendation of Director of Finance.
  - b. Memorandum and recommendation of Ways and Means Section regarding economic aspects.
  - c. Memorandum and recommendation of Budget Section regarding financial aspects.
- d) Documents prepared by the Legal Division:
  - 1) Recommendation for hearing or legal opinion.
  - 2) Necessary regulations.
  - 3) Draft letter from Secretary of Agriculture to Secretary of Treasury.
- e) Opinion of the Consumers' Counsel.

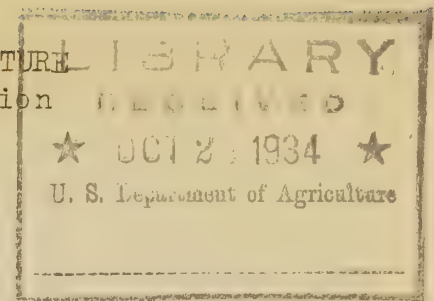
## VIII MISCELLANEOUS

All other documents to be executed by the Secretary must be presented in six copies, together with all supporting data in the same number of copies. In every case there must be included a memorandum of explanation and recommendation from the Commodity Section Chief.

*Victor Christy*  
C. L. Davis,

1.44  
ad4m

UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D. C.



October 15, 1934.

MEMORANDUM FOR PERSONNEL FOLDER

Concurrence by the Comptroller General to the Department's administrative policy governing salary payments at rates greater than the minimum of the grade following assignments to allocated positions, set forth in decision dated August 31, 1934, (A-52724) as follows:

"\*\*\*\* However, in view of the de facto status of the personnel as experts prior to their proper classification under the Classification Act as required by the statute, which is understood to have been completed on or before June 30, 1934, credit will be allowed in the accounts for otherwise proper payments of compensation at the rates administratively fixed for such personnel up to and including June 30, 1934, but for periods on and after July 1, 1934, credit will be allowed for salary payments to the personnel subject to the Classification Act, only at the minimum salary rate of the grade in which the position has been allocated by the Civil Service Commission, if the positions are in the District of Columbia, and only at the minimum salary rate of the grade in which the position has been administratively placed or allocated, if the positions are in the field, unless there be a showing that personnel funds are available on an annual basis for the difference between the minimum rate and the higher rate in the grade at which paid on the basis of an administrative promotion."

Name:

Designation:

Grade:

Entrance  
Salary:

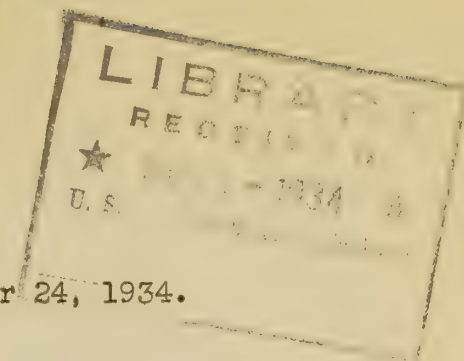
Amount  
of Adj.:





1.94  
ad4m

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
Washington, D. C.



October 24, 1934.

MEMORANDUM FOR

In order to carry out the policy of the Department of Agriculture, and to cooperate with the Civil Service Commission and other government agencies relative to standardization of titles, salaries, etc. the attached Schedule has been prepared as a guide to be used for both the field and departmental services of the Agricultural Adjustment Administration.

When personnel actions are being taken, such as new appointments, extensions of appointments, transfers etc., corrections in grades, titles, designations and salaries are to be made at the same time, thus reducing the number of individual actions necessary.

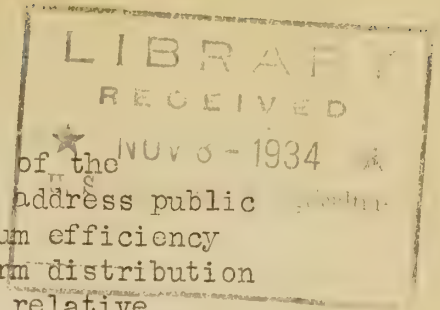
This procedure need not interfere with working designations or titles, but when definite standard titles are given the working, or operating, title should be shown in parenthesis after the standard title.

T. Weed Harvey,  
Assistant to Administrator.



October 25, 1934.

MEMORANDUM TO DIRECTORS OF DIVISION



In order that engagements for representatives of the Agricultural Adjustment Administration to attend and address public meetings and conferences may be scheduled with maximum efficiency and minimum travelling cost, and with the most uniform distribution of personnel that is possible with due regard to the relative importance of different meetings, it is desirable to adopt a uniform general procedure in coordinating action upon such engagements.

In the past it has sometimes happened that several speakers have accepted invitations to attend and address the same gathering, while it has been impossible to obtain speakers for other meetings of equal importance held at the same time. The type of meeting herein referred to includes local or State farm gatherings, organization meetings, and general conferences. Normal field work in connection with the administration of adjustment or other programs or in connection with the technical work of the various sections is not under discussion.

The uneven distribution of speakers and the difficulty of meeting numerous conflicting requests arise from the fact that invitations are frequently addressed by the agency desiring a speaker, to one or more than one individual officer of the Administration, and acceptance or rejection of the invitation has been determined by the recipients of the invitations without knowledge of whether other invitations had been received by other members of the Administration, or what action the other members were taking.

In order to coordinate these speaking engagements throughout the Administration it is suggested that directors of Divisions and heads of Offices adopt the following general procedure:

1. Upon receipt of invitations to make addresses, and before making definite replies, members of the Adjustment Administration will report, through their Section Chiefs, to the Directors of their Divisions, the place and date of the meeting, the agency making the request, and whether the recipient is in position to accept, as well as any other pertinent information.

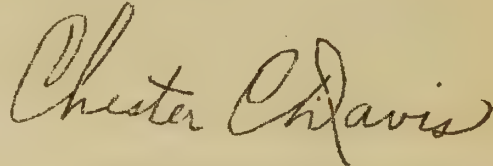
2. Directors of Divisions will each day make a copy of this information available to a representative of the Regional Contact Section, Division of Information, which Section will act as a clearing house of information on such invitations and the action taken upon them. The Director of the Division will add to the daily report any decisions, recommendations, or comments which he desires to make.

3. The Regional Contact Section, Division of Information, will promptly summarize these reports and supply each Director of a Division with a statement of all invitations received by members of his own and other Divisions, and the availability of the recipients, in order to assist Directors in determining whether to approve the acceptance of invitations addressed to members of their Divisions.

4. The Regional Contact Section will give any additional assistance requested, in seeking substitute speakers when invited representatives can not accept and where it is to the interest of the Administration to be represented.

This Section will also maintain a record of engagements scheduled or invitations declined, giving dates, places, requesting agency, and speaker or speakers accepting. This record will be available for checking at any time.

Sincerely yours,

A handwritten signature in cursive script that reads "Chester C. Davis". The signature is written in dark ink and is positioned above the typed name.

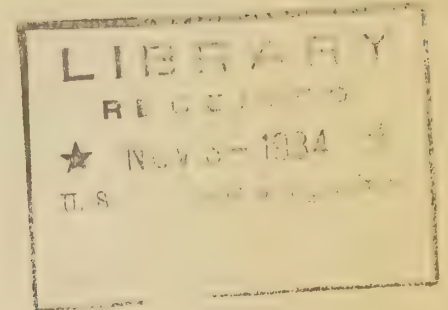
Chester C. Davis,  
Administrator.



1.44  
A.D. 47M

UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration

October 25, 1934



MEMORANDUM FOR SECTION CHIEF

Attached herewith is a list of the various mimeograph, multigraph, and rotaprint forms and articles which were requisitioned from time to time by your section.

To facilitate the handling of any reruns necessary, this office has retained a complete file of stencils, multigraph rolls, and plates covering all such work. In order to maintain active files, it is essential to know which forms and articles as requisitioned by your section are at the present time obsolete. Therefore, kindly place a check mark at the left of each obsolete form or article on the attached list and return it promptly to this office.

A handwritten signature in cursive script that reads "Paul R. Preston".

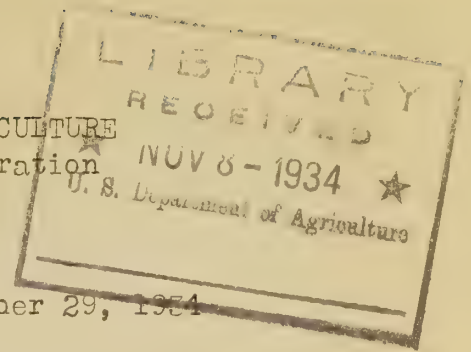
Paul R. Preston, Chief  
Correspondence, Records, & Printing  
Section

Attach.



1.94  
Dadgum

UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D.C.



October 29, 1934

MEMORANDUM FOR CHIEFS OF DIVISIONS AND SECTIONS  
Agricultural Adjustment Administration

It is requested that a search be made by all activities of this Administration in an effort to locate the below listed equipment which has recently been reported to this office as missing. It is believed that the majority of these items may have been misplaced during the recent moving operations, and it is requested that all recipients of this memorandum reply as to whether or not any of the items listed have been found.

Monroe Calculator No. 169357 and No. 190955

Bates Numbering Machine No. 816816

Royal Typewriter Nos. 1586517, 1592325, 1595206 and 1609472

Underwood Typewriter Nos. 4125773, 4167535, 4168947, 4204795,  
and 4160086

Underwood Portable Typewriter No. 609433

Webster's International Dictionary No. AAA 10703

Typewriter stands, AAA 17134, 17135, and 17136

Comptometer No. 300690 and No. 301582

L. C. Smith Typewriter Nos. 1062145, 1063143, 1068431,  
1072827, 1073652, 1073960,  
1077351

It is requested that a list of all hand trucks, platform trucks, and dollies in use throughout the Administration be reported to the Property and Supply Section, giving where available, the AAA identification numbers shown thereon, and where such numbers are not shown, the quantity of the various types indicated.

Very truly yours

A cursive handwritten signature that reads "T. Weed Harvey".

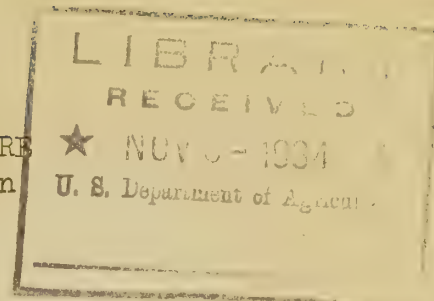
T. Weed Harvey  
Assistant to the Administrator





104  
aam

UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D.C.




October 29, 1934

MEMORANDUM TO CHIEFS OF DIVISIONS, SECTIONS, AND UNITS  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Please furnish the Property and Supply Section as soon as possible with the information called for below.

The number of copies of Dept. of Agriculture fiscal, property and administrative regulations on hand, the number of binders on hand, the number and date of last printed amendment to the regulations.

Very truly yours,

  
T. Weed Harvey  
Assistant to Administrator

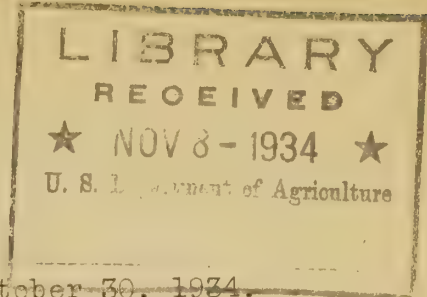


UNITED STATES DEPARTMENT OF AGRICULTURE

DIRECTOR OF EXTENSION WORK

WASHINGTON, D. C.

Circular Letter  
Drought Work - No. 15



October 30, 1934.

To State Extension Directors, State Drought Directors, County Agricultural Agents, and County Drought Directors in drought counties, Farm Credit Representatives, and State Emergency Relief Administrators:

Re: Feed and Forage Conservation Plans,  
Seed Conservation and Distribution Plans,  
and other county committee activities.

You have already received information concerning feed conservation plans, seed conservation plans, feed importations, and other activities which involve the work of county committees in each county. As a whole, the procedure and the committee personnel are approximately the same for the different activities. It therefore seems that there need not be a separate committee for each activity but that one general committee might be organized in each county to function in connection with these different activities. Those counties which are in need of feed supplies will do well to take steps immediately toward the organization of such committees so that the work of surveying the situation and securing immediate feed supplies may be got under way in advance of severe weather.

The feed committee plan has been worked out fully in the counties of North Dakota where the farmers are already facing the necessity for laying in their winter's feed supplies. The county committees in that State have conferred with local feed dealers and have designated a dealer at each town in the county to serve as agent of the county committee and the F.E.R.A. and for the distribution of all the feeds which may be imported into the county. Such dealer is required to make bond in the sum of \$1,000, is allowed service charge fee of 50 cents per ton on feed so handled, and an F.E.R.A. works project has been developed through which unemployed workers are provided for unloading the feed and storing in the warehouses of designated feed dealers. It is understood that in North Dakota the plan is operating very effectively, and we feel that it is important that similar organizations be perfected immediately in the various other States if this has not already been done.

A meeting of the county committee with all feed dealers of the county should be very helpful. At such a meeting, the entire feed situation of the county can be analyzed rather definitely, and at least preliminary arrangements can be developed through which to provide the feed supplies which will be necessary during the coming winter. It is possible that through such organized effort credit may be made available to local feed dealers by the credit agencies of the Government as a means of enabling them to lay in necessary stocks of feed to meet the needs of



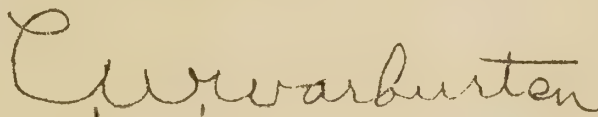


farmers. We urge that such steps be taken at the earliest possible date, and we suggest that in connection with all feed matters you communicate with the Federal Feed Agency, 755 Livestock Exchange Building, Kansas City, Mo.

You will find it advisable to follow somewhat the same procedure at an early date with reference to the matter of seed supplies for the coming year. Through an appropriation made by Congress, large stocks of seed wheat, oats, barley, rye, soybeans, and corn have been purchased as a means of safeguarding the supplies of good seed and making them available to farmers at reasonable cost. It is probable that additional supplies of corn, grain sorghums, oats, and other seeds will be purchased. Whether or not any of this seed is to be distributed in your State or county, it is worth while that the county committee and the seedsmen of the county get together at an early date and survey the seed situation and take such steps as may be necessary to assure an adequate supply of all kinds of seed which will be needed during the coming year. In the drought areas particularly it is important that farmers plant early-maturing feed crops in 1935. Such crops as oats and barley will provide an early supply of suitable feed for work stock in the summer of 1935. Inquiries with reference to seed supplies should be sent to the Seed Stocks Committee, 504 Flour Exchange, Minneapolis, Minn.

We invite your careful consideration of these suggestions and we hope that throughout the drought-affected States at least these organizations may be completed at an early date, so that their service may be available in connection with the feed conservation and distribution program, the seed program, and other related activities.

Yours very truly,

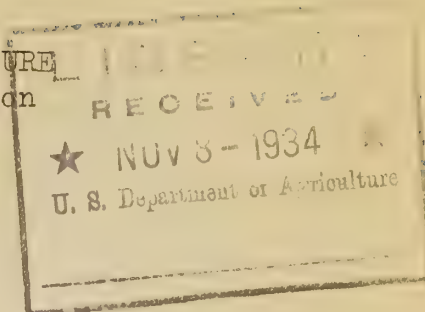


C. W. Warburton,  
Director of Extension Work.



1934  
11/11/34

UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D.C.



October 31, 1934

MEMORANDUM TO ALL SECTION CHIEFS

This is a follow-up to my memorandum of August 9, 1934, stating that we have been requested by the Department Library to provide a list of publications, i.e., books, signed magazine and newspaper articles, by Agricultural Adjustment Administration officials, to be included in "Agricultural Library Notes" issued each month.

Since the Library wishes to keep currently informed of such publications, you are reminded to send to Mr. H. N. Price, Chief of the Press Digest Unit, Room 2090, each month, a list of all outside publications by yourself or members of your staff.

Alfred D. Stedman  
Director

1. The first part of the paper is devoted to the study of the properties of the function  $f(x)$  defined by the equation

2.

3. The second part of the paper is devoted to the study of the properties of the function  $f(x)$  defined by the equation

4. The third part of the paper is devoted to the study of the properties of the function  $f(x)$  defined by the equation

5. The fourth part of the paper is devoted to the study of the properties of the function  $f(x)$  defined by the equation

6. The fifth part of the paper is devoted to the study of the properties of the function  $f(x)$  defined by the equation

7. The sixth part of the paper is devoted to the study of the properties of the function  $f(x)$  defined by the equation

8. The seventh part of the paper is devoted to the study of the properties of the function  $f(x)$  defined by the equation

9. The eighth part of the paper is devoted to the study of the properties of the function  $f(x)$  defined by the equation

10. The ninth part of the paper is devoted to the study of the properties of the function  $f(x)$  defined by the equation

11.

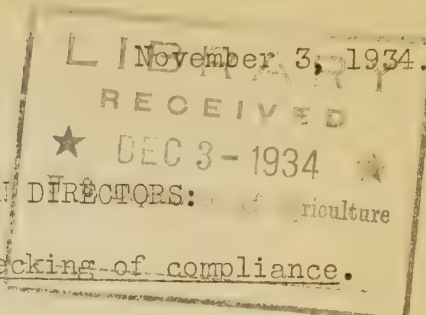
12. The tenth part of the paper is devoted to the study of the properties of the function  $f(x)$  defined by the equation



1.94  
Adm

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
AND EXTENSION SERVICE COOPERATING  
WASHINGTON, D. C.

Circular Letter  
Compliance Work -- No. 11



TO STATE COMPLIANCE DIRECTORS AND STATE EXTENSION DIRECTORS: Department of Agriculture

Further instructions pertaining to the checking of compliance.

1. If Form C.H.-53 has been executed for second payment, and it is later discovered that the acreage of wheat planted is in excess of the acreage permitted under the terms of the contract, then second payment checks should not be delivered to the contract signer. The checks should be returned with a Form C.H.-57 executed therewith for a revised check to cover the claims of the partial compliance as indicated above (see paragraph 7, Circular Letter, Compliance Work No. 5).
2. In cases where requests for correction of contracts have been submitted to the Comptroller, Attention Rental and Benefit Audit Section, certifications should be withheld until notification has been received that such corrections have been accepted. If payments have been made before request for correction has been received, then request for correction must be presented through the Claims Division of the Agricultural Adjustment Administration.
3. In cases where there has been violation with reference to paragraph 8 of the contract "operate this farm throughout 1934, except as exempted by administrative ruling", Form C.H.-57 should be executed in connection with certification on Form C.H.-53. A statement of all facts pertaining to such violation should be made by the county allotment committee as per directions included in Circular Letter, Compliance Work No. 10. This statement should include the date on which such operation was terminated. If this date was before the time certification was made for second payment but the producer was inadvertently certified on Form C.H.-53, and a check issued but not delivered to the contract signer, such check should be withheld in the county office and Form C.H.-57 executed, following the instructions with reference to same as outlined in item 1 above.
4. In cases where a farm supervisor has executed Form C.H.-54 and partial compliance pertains thereto, as outlined in group 3, Circular Letter, Compliance Work No. 10, certification on Form C.H.-57 should be made by the same farm supervisor. If the farm supervisor who executed Form C.H.-54 is now deceased and/or has removed from the county or community before Form C.H.-57 is executed, then Form C.H.-57 must necessarily be executed by another individual. In such cases county allotment committees should attach a statement to Form C.H.-57 explaining the necessity for such change.



5. All certifications prepared for transmittal and so indicated on the transmittal sheets must be included in the transmittal or they will be returned for correction in the county. A number of counties have forwarded transmittal sheets to the Contract Records Section with contracts listed thereon as being contained in such transmittal, that for some reason were retained in the county office.

6. It will not be necessary for district supervisors to check the certification for the delayed compliance Forms C.H.-53. A transmittal sheet should be prepared for these delayed compliance certificates, listing only the contracts pertaining to which compliance certificates are being transmitted therewith, and they may be sent direct to Washington.

7. In cases where Form C.H.-51 indicates that the contract signer has complied with the terms of the contract insofar as the non-contracted farms located in the county are concerned, certification should be made in the usual way, even though the contract signer has non-contracted farms located in other counties or States. If one of the parties to the contract has not complied with the provisions thereof, relative to aggregate corn acreage and/or hog production, separate certificates Form C.H.-53 should be executed for the landlord and the tenant and a partial compliance certificate Form C.H.-57 executed for the party to the contract to whom the partial compliance refers, in accordance with instructions outlined in paragraph 3 of Circular Letter No. 6.

8. All certificates showing partial compliance C.H.-57 must be transmitted through the State Compliance Director's office. He will approve the transmittal sheets submitted therewith which should show the serial numbers of the contracts, pertaining to which partial compliance certificates have been executed. In the event that the partial compliance certificate pertains to one of the parties to the contract but not to the other, such fact should be indicated on the transmittal sheet. All certificates should be checked for accuracy and completeness. The State Compliance Director should especially check statements included under "Remarks" on page 3 of Form C.H.-57. These should be as uniform as possible for each classification of partial compliance. If such statements are not clearly presented, they should be returned to the county for correction or clarification. It is suggested that one or more of the district supervisors may be called into the State office to assist in this work.

9. State Compliance Directors should retain all of the partial compliance certificates C.H.-57 in their office until they have received and analyzed all of the partial compliance certificates that are to be executed in connection with the first certification of compliance for their State, and any certificates which have been returned to the counties for correction or further information have been again returned to the State office. State Compliance Directors should then transmit all of the partial compliance certificates for the State in one certification. There should be executed therewith a transmittal sheet showing the counties in the State in which





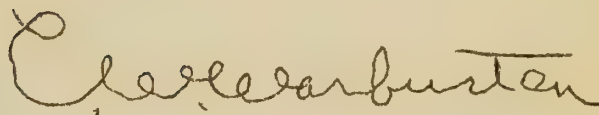
corn-hog contracts are in force and the number of partial compliance certificates executed in each county that are being transmitted therewith along with the county transmittal sheets pertaining thereto. Be sure that all of the partial compliance certificates for the State are in before transmittal to Washington is made.

10. In the event that a partial compliance certificate is to be executed for a landlord or tenant after he has executed Form C.H.-53, his signature should not be deleted from the certificate when it is used to certify the other party to the contract. If the supervisor and/or the community committeeman have signed Form C.H.-53 but the County Allotment Committee elects to withhold certification, Form C.H.-57 should be executed therewith without deleting the signatures of the supervisor and/or the community committeeman from Form C.H.-53. In the event that Form C.H.-53 or C.H.-57 is to be used for the certification of one of the parties to the contract, either the tenant or landlord, but not for the other, it is not necessary that the party, whose compliance is not being certified thereby, execute the compliance certificate, either C.H.-53 or C.H.-57, in order to certify the other signer to the contract for whose compliance the certificate is executed.

Very truly yours,



A. G. Black,  
Chief, Corn and Hogs Section,  
Commodities Division.



C. W. Warburton,  
Director of Extension Work.



1.94  
Ad 9 M

UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D.C.

November 5, 1934.

Circular Letter  
Compliance Work No. 13

To All State Directors of Extension:  
(Copy to all Commodities Representatives)

An attempt was made during 1934 to coordinate the compliance work in the field in so far as was possible so that we could eliminate duplicate visits to farms and reduce cost. We were rather late in getting started on a coordinated program; consequently our plans did not work out as well as we had hoped.

Looking forward to 1935 compliance work, it should be possible to go much further in the direction of a coordinated compliance program in states and in counties where we have two or more benefit contract programs.

The Wheat Section has prepared compliance forms and instructions for use in connection with the crop to be harvested in 1935 and many states will do some of the farm survey work during the fall and winter. Other states will do the work during the spring and early Summer. Corn-Hog, Tobacco, Cotton and other compliance work where summer crops are involved will have to be conducted during the growing season, and in regions where there are two or more of these programs, the Control Association Officers in each county should be asked to meet jointly and select supervisors who have the ability and the experience to make land measurements and conduct the survey work for all commodities. Even though the wheat survey work may have to be conducted before other commodities can be checked, the officers of the wheat association could cooperate with the corn-hog, cotton or other associations in the selection of individuals who may do the wheat checkup work and be available later to assist in checking other commodities.

We have recommended to each section that compliance forms and instructions be prepared as soon after the 1935 programs are announced as possible so that the state office and county associations may have the information so that the work may be done at the proper time.

This letter is being sent as a suggestion and we hope that you will go over the past year's experience in your state and lay your plans for next year, and if you have any suggestions, we will be very glad to have them.

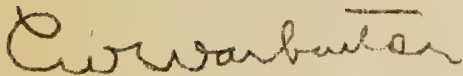




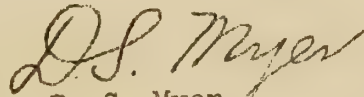
Attached is a short questionnaire regarding compliance problems which we would appreciate having you fill out and return. We feel that an answer to these questions will help us in rendering better service to the State Offices and County Associations during the coming year.

We appreciate thoroughly your cooperation during this past season.

Very truly yours,



C. W. Warburton,  
Director of Extension.



D. S. Myer,  
Chief, Compliance Section

Enclosure.



November 5, 1934

QUESTIONS REGARDING COMPLIANCE PROBLEMS  
sent to Extension Directors and Commodities Representatives

- - - - -

- I. How to simplify forms.
- II. How to Reduce Costs.
  - (a) Measurement
  - (b) Office Work
- III. How can we better coordinate survey work in counties or regions where two or more programs are in effect?
  - (a) Farm survey work
  - (b) Office organization
  - (c) State and district supervision
- IV. How should work and forms be checked before releasing forms to Washington?
  - (a) Check of supervisors work
  - (b) Check of allotment committee's work
  - (c) Check of forms to see that they are accurately prepared
- V. How best handle non-compliance cases.
  - (a) Penalties by reduced payments
  - (b) Disposal of surplus
  - (c) Cancellation
  - (d) Prosecution
  - (e) Other suggestions
- VI. What and where were the largest problems you had to meet in the compliance work?
- VII. Should farm record books be used more definitely in compliance work? If so, how?
- VIII. Give any suggestions for future compliance plans not included in above.

Name \_\_\_\_\_

Return To:

D. S. Myer,

Chief, Compliance Section,

Agricultural Adjustment Adm.

State \_\_\_\_\_





1194  
0277m

LIBRARY

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
Washington, D. C.

November 6, 1934

MEMORANDUM TO DIVISIONS AND SECTIONS  
Agricultural Adjustment Administration

Kindly furnish the Property and Supply Section with a requisition to cover the purchase of 1935 wall calendars and 1935 desk calendar pads which will be necessary for the efficient operation of your office during the calendar year 1935.

Very truly yours,

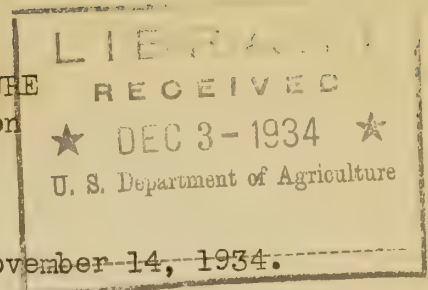


C. C. Hudson,  
In Charge,  
Property and Supplies



1.99  
Ad 9M

UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D. C.



MEMORANDUM TO SECTION CHIEFS.

At the request of Mr. A. D. Stedman, this memorandum is being sent to section chiefs of the Agricultural Adjustment Administration who may wish to make use of our clipping service.

At present, editorials and news columns from the leading newspapers and farm journals are daily brought to the attention of Administrative officials, and in order that this service may be extended to other executives the following plan is suggested:

- (a) That the clippings be routed through the Administrative offices as at present, and that this be accomplished as promptly as possible.
- (b) That upon the return of the clippings to this office, they be arranged by commodity or special interest and routed to the appropriate divisions or sections.
- (c) That the respective offices indicate the clippings they wish to have photostated for their records, and return all the clippings to us.
- (d) That the photostating of the clippings be handled through this office, and all the clippings filed here for future reference.

If you would like to have the clippings routed to your office, please designate someone with whom we may cooperate in this matter.

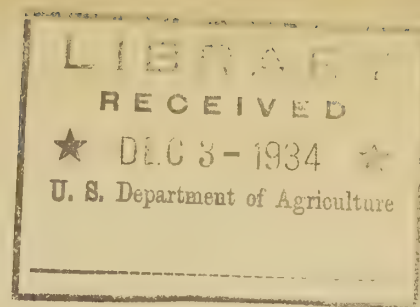
H. N. Price,  
Press Digest Unit,  
Room 2090, South Bldg.





1194-  
ad 4m

UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D.C.



November 14, 1934

MEMORANDUM FOR ALL EMPLOYEES

Solicitations for the Washington Community Chest campaign, which has been heartily endorsed by President Roosevelt and Secretary Wallace, will begin in the Agricultural Adjustment Administration on Wednesday, November 14 and close on Saturday, November 17.

Every community must provide a means for taking care of its problems in the form of relief for the destitute, the unfortunate and sick. The majority of these problems in Washington are handled through the Community Chest and the effectiveness with which this work will be carried out this winter is entirely dependent upon the success of the present campaign.

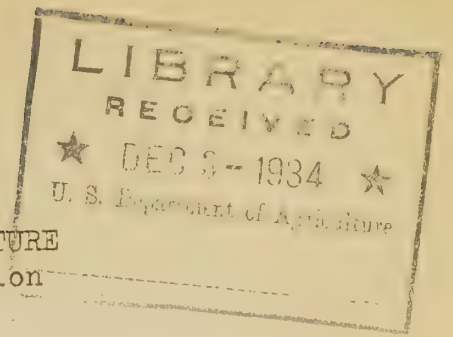
Federal employees are, quite properly, called upon to do their share in supporting the relief work financed through the Community Chest, and it is my sincere desire that every employee of the Agricultural Adjustment Administration be given an opportunity to contribute to this worthy cause.

*Chester C. Davis*

Chester C. Davis,  
Administrator.



1.94  
adgm



UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D. C.

November 14, 1934.

MEMORANDUM TO ALL SECTIONS

There has been established in the Clearance Section a messenger pool to make all messenger trips to points within the city. Hereafter, whenever it is necessary to send a messenger to any part of the city, the message or material to be delivered should be sent to the Mail Room, Clearance Section, Room 6734, South Building, by messenger, with one of the attached forms properly filled out and signed by the Section's Chief or Administrative Assistant. From there it will be sent promptly to its destination.

In the future the Property and Supply Section will not issue street car tokens to Sections for trips outside the Department when made by Section messengers. All such trips will be made by designated messengers from the Clearance Section.

A handwritten signature in cursive script, reading "T. Weed Harvey".

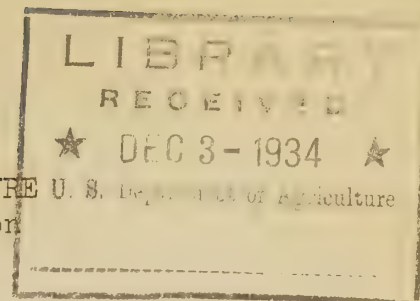
T. Weed Harvey,  
Assistant to Administrator.





1.94  
Ad 4m

UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D. C.



November 20, 1934

MEMORANDUM FOR CHIEFS OF SECTIONS

Subject: Purchase of gasoline and oil for Government owned cars from A.A.A. funds.

Your attention is invited to the attached decision by the Assistant General Counsel, relative to incurring operating expenses, such as gasoline and oil, for passenger carrying vehicles borrowed from another Bureau of this Department, or another government agency, against Agricultural Adjustment Administration funds.

A cursive handwritten signature that reads "T. Weed Harvey".

T. Weed Harvey  
Assistant to Administrator



COPY

November 13, 1934.

Mr. Walter J. Hunt,  
Office of Business Management,  
Agricultural Adjustment Administration.

Dear Mr. Hunt:

Receipt is acknowledged of your request to be advised relative to the use by the Agricultural Adjustment Administration of passenger carrying vehicles and the two questions submitted by you, which are as follows:

- (1) Can the Agricultural Adjustment Administration borrow an automobile from the Forest Service and purchase gasoline and oil for the upkeep of the automobile?
- (2) If the Forest Service details one of its employees to the Agricultural Adjustment Administration and is reimbursed therefor under the provisions of Section 601 of the Economy Act, can such reimbursement include the cost of operating the automobile, it being assumed that the particular work for which the detail is made can not be accomplished except by the use of an automobile.

1. The Comptroller General has held that in the absence of a specific authorization for the purchase of a passenger carrying vehicle, there is no authority to pay for the upkeep and maintenance of such a vehicle. (23 Comp. Dec. 540; 13 Comp. Gen. 226). There is no authority under the Agricultural Adjustment Act for the purchase of automobiles. It therefore follows that the cost of upkeep and maintenance, including the purchase of gasoline and oil, may not be charged to the appropriations available under authority of that act. Specifically answering the first question - you are advised that the Administration is without authority to pay the gasoline and oil to run an automobile borrowed from the Forest Service.

2. Section 601 of the Economy Act authorizes the procurement of services and supplies from other branches or Departments of the Government and repayment of the same. But this does not have the effect of extending authority or modifying any existing legislation. Otherwise stated, it does not authorize the doing of something which is otherwise prohibited by law. Since the Agricultural Adjustment Administration is precluded from purchasing automobiles, it can not maintain an automobile nor can it do indirectly what it cannot do directly by securing the services from the Forest Service.

Very truly yours,

(Signed) J. P. Wenchel

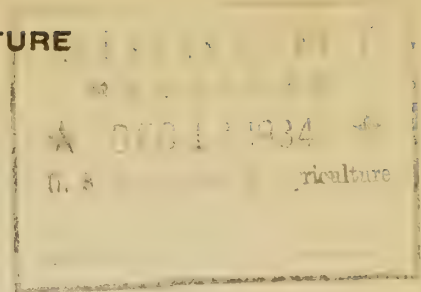
J. P. Wenchel  
Assistant General Counsel.





1.94  
Ad4M

UNITED STATES DEPARTMENT OF AGRICULTURE  
DIRECTOR OF EXTENSION WORK  
WASHINGTON, D. C.



Circular Letter  
Drought Work - No. 18

December 5, 1934

TO STATE EXTENSION DIRECTORS IN DROUGHT STATES:

RE: Livestock Purchase Contracts.

The Legal Section of the Agricultural Adjustment Administration advises me that county agents and county drought directors who assist in executing emergency cattle and other emergency livestock agreements, sometimes disregard the terms of the agreement, especially with reference to those that provide that payment be made to the producer, and that no power of attorney or assignment of the right to receive checks is valid. The fact that a producer has made an assignment, or executed a power of attorney, gives the county drought director no right to pay the check to some other person.

Two other points have been called to my attention by the Legal Section, which are of importance at this time only in the event that further purchases of livestock are made in your State. These are as follows:

1. Trouble is sometimes caused by completion of contract and shipment of livestock before all lien holders' signatures have been obtained. In many cases lien holders refuse to sign after shipment has been made, and make numerous demands, few of which can be complied with.

2. Provisions of the contract calling for the operation of a ranch or farm in connection with the raising of livestock have been disregarded. In some cases, county drought directors have gone so far as to vary the obligations under the agreement. The seller of livestock must in all cases be the operator of a ranch or farm, and no amendment or change in the contract is permissible unless specifically authorized by the Washington office.

Yours very truly,

C. W. Warburton,  
Director of Extension Work.

Distribution:

To State directors for  
forwarding to counties.

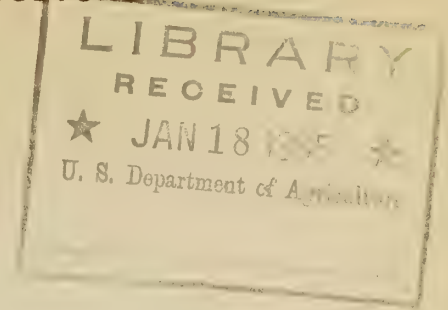


109  
02570

UNITED STATES DEPARTMENT OF AGRICULTURE

DIRECTOR OF EXTENSION WORK

WASHINGTON, D. C.



Circular Letter  
Miscellaneous - No. 102

December 11, 1934

TO ALL STATE EXTENSION DIRECTORS:

Re: Information on Benefit Payments.

For some time we have been seeking a means of informing State Directors of Extension promptly regarding the issuance of benefit payment checks on production control contracts. A plan has now been formulated by which we hope to have advice regarding the issuance of checks to individual contract signers listed by commodities in counties in the hands of Extension Directors on the same day these checks reach the counties for distribution.

The Contract Records Section prepares a daily list of checks issued, the listing sheets bearing the State and county code numbers, the individual contract number, the name of the payee, a code figure showing the land tenure status of the payee, and the amount of the check. Separate listing sheets by counties are made up for each commodity. We are now arranging to have delivered to the Extension Service daily, copies of these listing sheets which we will sort by States and mail to Extension Directors. It is expected that these mailings will begin the week of December 10.

I am enclosing a list showing the county code numbers for your State and key to the land tenure code numbers. The land tenure code number immediately follows the payee's name on the list.

Yours very truly,

A cursive handwritten signature that reads "C. W. Warburton".

C. W. Warburton,  
Director of Extension Work.

Enclosures.





1.94  
A-24M

LIBRARY  
RECEIVED  
★ DEC 26 1934 ★

UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D.C.

December 19, 1934.

MEMORANDUM FOR ALL FIELD REPRESENTATIVES

The Executive Director of the National Emergency Council has requested that the following statement be brought to your attention.

"The duties of the State Directors are as follows:

"FIRST: Each State Director should operate a clearing house for information concerning the federal emergency agencies, answering and referring inquiries from within the state to federal agencies within the state if possible -- otherwise to Washington--and spreading information concerning federal activities through publicity channels within the state.

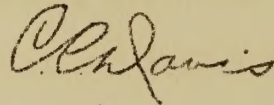
"SECOND: Each State Director will serve as chairman of a committee composed of the chief State representatives of various federal agencies.

"THIRD: Each State Director will serve as a liaison officer between the federal agencies as a group and the State Administration in carrying out the emergency programs. That involves, in many instances, modification of state legislation, and it is rather desirable to have a definite method of cooperation established.

"FOURTH: The State Director may also serve as direct representative of a federal agency upon its request where either a small volume of work

is involved or a new program is being inaugurated, and where it does not interfere with his work as State Director.

"FIFTH: Each State Director will prepare a confidential report to the Executive Director of the National Emergency Council every two weeks, and by this means provide a mirror of public opinion within the state concerning the activities of the several federal agencies and on the federal emergency program as a whole."



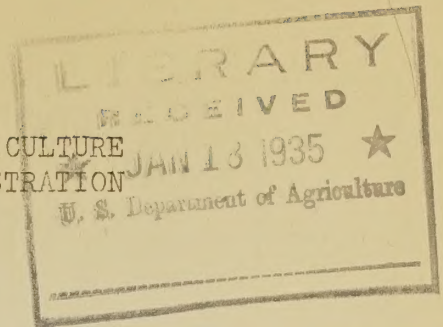
C. C. Davis,  
Administrator.



1.94  
Ad4m

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Washington, D. C.



December 27, 1934.

MEMORANDUM TO SECTION CHIEFS OF THE  
OFFICE OF THE GENERAL COUNSEL

Hereafter in initialing letters and documents the initials of the lawyers should be affixed without adding any qualifying words except only that, where there are relevant memoranda on the subject signed by lawyers in the Office of the General Counsel or opinions of the Attorney General or the Comptroller General or the Solicitor of the Department of Agriculture, reference to such memoranda or opinions may be noted opposite the initials as, for instance, "ABC, subject to memorandum of December 15, 1934".

Accordingly, the initials of a lawyer affixed to any letter or document, unless otherwise expressly indicated, will hereafter mean that the letter or document thus initialed is approved as, in his opinion, legally proper, on the assumption that the factual data presented to him is, without necessity of investigation on his part, correct, and that he is expressing no opinion as to non-legal policy unless he expressly indicates the contrary.

Mr. Davis has stated that we are to be at liberty to advise him and other AAA officers of our opinions as to questions of administrative and governmental policy, provided we do so either orally or, so far as feasible, in memoranda which state that they are addressed to such non-legal questions. In order, however, to be able to devote the bulk of our time to legal problems, and also to avoid unnecessary irritation, the lawyers should endeavor to confine such comments to what seem to them at the time to be non-legal matters of relatively grave importance. As it is not our primary responsibility to investigate or pass upon such non-legal policy questions, it will not be assumed that our failure to comment thereon in any particular instance means that we have considered such questions and/or have acquiesced in policy determinations expressed or implied in letters or documents initialed or otherwise approved by us.

The foregoing meets with the approval of the Administrator.

/s/ Jerome N. Frank  
General Counsel

